The nature of the Mobility Air Force (MAF) mission demands a high level of performance. Our ability to effectively manage the rapid and safe movement of people, equipment, and supplies on a global scale is the primary catalyst that sustains the United States military forces as the best in the world.

A significant element of our ability to accomplish this mission is the high caliber of people within MAF and the level of training and preparation they receive. Several years ago, during a G081 user conference, the need to improve G081/Mobility Air Force Logistics Command & Control (G081/MAF LOG C2) Maintenance Management Information System training was expressed. To that end, HQ AMC/A4PI, took on the task to have all the G081 User Training Manuals revised. Since the completion of that revision, as programs have been updated and changed, the User Manuals have also been kept current with the new processes. Now, with the migration of G081 to a completely web-based environment, once again we are fielding a major revision of the User Manuals to accurately reflect new program views and changes to processes where needed.

This User’s Manual is designed to help you learn how to process the G081 programs pertinent to your job and then serve as a reference tool as you go through the daily routine of entering and extracting data. The manuals provide you with general information such as creating passwords, logging on to the system, getting help and entering data. After you have developed an understanding of the system basics, look through the various programs. You will see that each one is described in detail to help you collect and organize the data needed to process the different tasks that you’ll be completing.

G081 is a very broad program with many variables. It was designed that way because of the unique documentation needs of the various aircraft types within AMC. Due to this flexibility, special coding is required in order for G081 to understand exactly what you are trying to do. To accomplish this, the writers have broken the programs down to their most basic level, showing a step-by-step method for filling in the data fields for each one. Program instructions in this manual depict the default mode of operation for G081. The basic system requirements for each program are shown with examples to help readers understand how to properly format the data. The exact application in your activity may be slightly different due to local programming and protocol.

UNITED STATES AIR FORCE
HEADQUARTERS AIR MOBILITY COMMAND
LOGISTICS INTEGRATION
SCOTT AFB, ILLINOIS 62225

TRAINING

13 June 2018
Preface

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</tr>
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BATCH PROGRAMS

Why Can't I Just Process The Report Back To My Screen?
What Will This Chapter Do For Me?
Processing Batch Programs

PROGRAM 9058/9029

Shop Batch Job/FOCUS Report Update and Execution

PROGRAM 67069

Alpha Rosters

GLOSSARY

Terms and Abbreviations

GLOSSARY OF TERMS AND ABBREVIATIONS

If you have suggestions for improving any of the G081 manuals or if you note any errors, please contact HQ AMC/A4PI, Ms. Penny Young, DSN 779-4511 or Ms Crystal Phillips, DSN 779-2731 or e-mail the team at A4.A4PI.G081Training@us.af.mil. Remember any problems with G081 programs must be addressed through your local G081 Manager/Analysis office.
CHAPTER 1

Introduction
Introduction to Web G081/MAF LOG C2

MAF Logistics C2 System

What Is Web G081?
Web G081/Mobility Air Force Logistics (MAF) Command & Control (C2) System is used to manage and document maintenance activities and processes exclusively for MAF assets. Maintenance information on C-5, C-17, C-40 C-130, HH-60, KC-10, and KC-135 aircraft is fed to Air Force Materiel Command (AFMC) via WebG081 to aid in making fleet management decisions. The system is currently used by over 30,000 Air Force personnel & contractors worldwide. Inputs are transmitted to the Defense Information System Agency (DISA) System Management Center at Ogden (Hill AFB, UT), where the mainframe resides.

Initially developed during the late 1970s and early 1980s as an enhancement to the C-5 Malfunction, Detection, Analysis, and Recording System (MADARS), Web G081 has evolved to a universal system which provides real-time aircraft status, tracks component failure trends, and develops statistical records for analysis. Although the Web G081 system was initially developed to track aircraft status and provide a resource for Maintenance Data Collection (MDC), it has been adapted to aid in supply, training, and personnel management.

Web G081 is key to the reliability, sustainability, and deployment capability of the nation's mobility fleet in support of both MAF and the United States Transportation Command (USTRANSCOM) mission. Additionally, data from Web G081 is provided to other organizations such as Air Logistics Centers (ALC), where it is integrated with data from the Reliability and Maintainability Information System (REMIS) and other systems to develop a picture of overall weapons system status. Interfaces between the various systems linked to Web G081 make it possible for the data you input to be used in a very wide application. One of the most important data-sharing components is the MAF C2 system called Global Decision Support System (GDSS). Other interfaces include Air Force Standard Base Supply System (SBSS), ADEM (C17 engine), and CEMS.

The Global Reach (GR) webpage allows for easy retrieval of data in a variety of reports. The GR website is updated at various times throughout each day with most data available in near real time (0-15 minutes following Web G081 update). Some reports (to name a few) are: Generation Report, Availability Report, Commander's Summary, Situational Awareness, Training Status, and Aircraft Status Sheet. For a complete list of available reports go to the GR page at: https://amclg.okc.disa.mil

What Part Do I Play?
In any system of record keeping, the accuracy of the data introduced to the system will dictate the reliability of the information produced as a final product. In the case of Web G081, that responsibility rests squarely on the shoulders of the technicians who perform the hundreds of tasks associated with operating and maintaining the world's largest and
most capable air transport fleet. Every day, as you complete a job, order parts, document a flight, or begin a repair action, you input several pieces of information to the system. These pieces of information are added to similar inputs from everyone all over the world to create a composite data base that can be used to do many things from predicting component failure to planning a mobilization. The validity of the decisions made by individuals using Web G081 is dependent upon how well you complete your part of the mission. By inputting accurate and timely data, you will continually increase the capability of planners to develop war-winning strategies and aid logisticians in buying better aircraft, parts and support equipment. There are over 7 million transactions a month in Web G081.

How Does The G081 System Work?
The Web G081 system is physically located on a mainframe computer at DISA Ogden ALC Hill AFB, UT accessed via a cluster of load balanced web servers located at DISA Oklahoma City, Tinker AFB, OK. In order to access the system, users must establish a connection to the mainframe via the web link: https://webg081.csd.disa.mil/webg081. Users must have a valid user identification (ID) and password prior to logging on to the system. This authorization is established through the local G081 Manager by submitting a properly filled in DD Form 2875.

Types of Programs
There are five ways in which you will typically interface with Web G081. All of them use a similar process for accessing the system, which is detailed in the WEBG081 INITIAL TRAINING quick guide located on Global Reach under G081 Training Manuals. Prior to actually using the system, it is important to understand what each of these programs are and what they do for you.

- **Batch Programs** - Batch programs (67XXX series) generate reports on paper or disk which provide you with specific data on fields that you select. For example, if you were asked to prepare a report of all repeat and recurring discrepancies against the aircraft in your squadron, you could run Program 67089 and Web G081 would provide it for you. Commanders, managers, and supervisors typically use batch reports to review status, manage assets, allocate resources, and assist in management decisions. The G081 Manager grants you access to execute certain 67XXX programs pertinent to your functional area.

- **FOCUS Programs** - FOCUS Programs are batch reports written by local G081 Managers that extract information custom-tailored to your specific needs. These batch reports provide a valuable tool for managers at all levels.

- **Output Programs** - Output programs (8XXX series) are similar to batch reports; however, information is entered through formatted screens and processed on-line. Although these screens provide valuable information to managers and supervisors, they are also beneficial to all G081 users by allowing them to check previously input actions.
**Input/Update Programs** - Input/Update programs (9XXX series) are the heart of the system. They make updates to the database. Most of the input data is provided by maintenance personnel based on completed maintenance actions. It is CRITICAL that everyone using the system ensure the ACCURACY of the data being entered. Management decisions at all levels rely on valid and timely data.

**Help Screens** - Help screens have been developed to assist you by making the system more user-friendly. A detailed explanation of these tools can be found in the WEBG081 INITIAL TRAINING quick guide located on Global Reach under G081 Training Manuals.

**System Security**
Security of the G081 system is the responsibility of all personnel. The Web G081 system is not authorized to process or transmit classified data. A Common Access Card (CAC) issued by the users assigned organization, a USERID provided by the local G081 Manager and a password selected by the individual, are required to log into the system.

Passwords are changed on a frequent basis to aid in protecting the security of the system. All users are responsible to ensure that their password is not compromised. Users who solely access Web G081 using their CAC will only require their assigned PIN to log-in once they link their Web G081 account to their CAC card. This process is detailed in the REGISTERING YOUR CAC CARD FOR WEBG081 AND GR quick guide located on Global Reach under G081 Training Manuals. Users must safeguard their CAC card and the PIN to ensure they are not compromised. Individuals must coordinate through their local G081 Manager when they are reassigned or change positions where access is not required or their requirements for access have changed.

Any user, through their G081 Management office, may submit changes or suggestions for improvements to the G081 system. Program F9038 (usage restricted to G081 Managers), which is an automated version of Oklahoma City (OC) ALC Form 529, System Deficiency Report, allows reporting of any deficiencies in software or documentation. The reports you send are logged, analyzed, and appropriate action taken. Users can review previously submitted request on the Global Reach website under the Analysis link. Deficiency reports, which affect all users of the system, automatically print to all Analysis Sections to allow on-line review and comments. HQ AMC/A4PM is the Office of Collateral Responsibility (OCR) and HQ AMC/A4PI is the Office of Primary Responsibility (OPR) for management of the deficiency reporting program.

**How Do I Learn To Use Web G081?**
Normally, a functional area of a squadron, such as DEBRIEF or MOC, will have a set of programs corresponding with the tasks falling under the respective functional area. The
G081 USER’S MANUALs have been designed as learning tools and references specifically for personnel that will update or run inquiries using Web G081 in their specific functional area. In addition to serving as a reference, they are training tools that will help you gain an expert knowledge of Web G081 data management in your area of responsibility. It is the responsibility of each individual supervisor to ensure their trainees receive the necessary required training. The G081 USER’S MANUAL collection serves as the central focus for training. In them, you will find step-by-step guidance on processing the many programs/screens associated with your functional area. Information contained in these manuals will assist you from initial system run-up to processing complex batch reports.

In addition to the manuals, a G081 Training Team assigned to HQ AMC/A4PI at Scott AFB, IL is available to provide on-site, shop level training. Training visits can be requested through your local G081 Manager to have the team provide hands-on instruction at your unit. The training provided is fully funded at the AMC level and provided at no cost to the unit. Information on availability and scheduling is located on the G081 Community SharePoint.
CHAPTER 2

8000 Series Programs
Program 8055
Personnel Status

Purpose
This program produces a Shop Specialist Control Report displaying each person assigned, the shift assigned, current status (leave, training, day off, etc.) and any job numbers assigned displayed with dispatch start time/date, dispatch stop time/date, and whether that person is assigned to shop or dispatch. This program will also provide a list of shops at a particular base. Retrieves info from M376SR/S12.

Note: If a man number does not show up on the report, check the Program 9046 screen for correct data. If ‘T’ or ‘A’ the data at the bottom needs to be there (weekend, shift, res-labor, etc.)

Input Instructions
Once you access the G081 system, select F8055 Personnel Status from the Program Listing page. You can also enter 8055 or F8055 in the Search box and click on the magnifying glass. The system will present the screen pictured below.

Program 8055 Screen
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Code</td>
<td>Enter the 4-position <strong>Base</strong> code or Command Code you are processing the report for. Select an option from the menu by clicking the <strong>Base</strong> icon or enter it manually.</td>
</tr>
<tr>
<td>Shop Mnemonic</td>
<td>Enter a valid <strong>Shop</strong> mnemonic in this field. For a list of all <strong>Shops</strong> only enter the Base Code and press <strong>Enter</strong>.</td>
</tr>
<tr>
<td>Shift</td>
<td>Enter a valid <strong>Shift</strong> in this field. Select an option from the <strong>Shift</strong> drop-down menu or enter it manually.</td>
</tr>
<tr>
<td>Personnel Type</td>
<td>Enter the <strong>Personnel Type</strong> in this field. Select an option from the <strong>Personnel Type</strong> drop-down menu or enter it manually.</td>
</tr>
<tr>
<td>Sort</td>
<td>Enter the <strong>Sort</strong> option in this field. Select an option from the <strong>Sort</strong> drop-down menu or enter it manually.</td>
</tr>
<tr>
<td>Date</td>
<td>Enter a valid Julian day for the day the report is desired. Leave blank for the current <strong>Date</strong>.</td>
</tr>
<tr>
<td>Assigned to ACFT/Duty</td>
<td>Enter <strong>Duty/Aircraft</strong> for listing by aircraft.</td>
</tr>
<tr>
<td>Send Report To Grid</td>
<td>Uncheck this field if you do not want the report in a <strong>Grid</strong> format.</td>
</tr>
</tbody>
</table>
Program 8055 Input Screen

Web GOSLMAF LOG C2
Air Mobility Command

Personnel Status

Personnel Status-8055

- Base Code: VVO
- Personnel Type: [N]
- Shop Nomenclature: 
- Sort: According to MANR
- Shift: X [8 AM-5PM]
- Assigned to ACFT/Duty: 
- Send Report To Grid: ✓

8055 Search Results

Submit  Clear
For information about **Program 8055** click on the 🎯 next to the program number.
CHAPTER 3

9000 Series Programs
Program 9030
Class Scheduling

Purpose
This program is used to schedule classes. Use Program 9086 to add employee numbers.

Important Note: The Block Training part of this screen is not working. WebG081 doesn’t see anything in the Block Training fields at this time. The updating action is also not working for Block Training classes. A fix for this issue is being worked on.

Input Instructions
Once you access the G081 system, select F9030 Class Scheduling from the Program Listing page. You can also enter 9030 or F9030 in the Search box and click on the magnifying glass. The system will present the screen pictured below.

Program 9030 Screen
### FIELD | EXPLANATION
--- | ---
**Action** | The **Action** codes tell G081 what information it must gather to respond to your request. The **Action** you select will determine many of the later entries in this screen. Select an option from the **Action** drop-down menu or enter it manually.
- **A** – Add a class
- **C** – Change info on a class
- **D** - Delete the entire class event
- **I** – Inquire on an existing class
- **M** – Resets to Program 9119
- **P** – Lists employee numbers in class and all prerequisites and whether they are accomplished or not
- **U** - Update the C/W date for members in class
- **V** – Shows a class roster of students and all information relating to a class ( Resets to Program 9086)
- **Z** – Lists all existing classes for that prefix or course code

**Note:** All prerequisites must be accomplished before the employee number can get credit for the class.

Block training is only used for Course ANCL 000070. When the class is accomplished all the courses listed at the bottom in the Block Training Section are C/W for the employee numbers in the class.

**Key** | This field may require a 2-position access code, or **Key**, which is available through your local G081 Manager.

**Base Code** | Enter the 4-position **Base** code or Command Code you are processing the report for. Select an option from the **Base Code** icon or enter it manually.

**Prefix/ Course Code** | Enter up to the maximum 4-position **Course Prefix** and maximum 6-position actual **Course Code** you are scheduling.

**Class ID** | Enter a 3-position alpha-numeric **Class ID** in this field.

**Rm** | Enter the **Room** number in this field.
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg</td>
<td>Enter the <strong>Building</strong> number in this field.</td>
</tr>
<tr>
<td>Location</td>
<td>Enter the <strong>Location</strong> in this field.</td>
</tr>
<tr>
<td>Min/Max/Enrl</td>
<td>Enter the <strong>Minimum/Maximum/Enrl</strong> in this field. Minimum is at least one and maximum is no more than 30. The <strong>Enrl</strong> is not updatable. This field displays the actual number of students enrolled in a class. It is prefilled via Program 9086 data.</td>
</tr>
<tr>
<td>Print</td>
<td>Click in this field block if you want to <strong>Print</strong>.</td>
</tr>
<tr>
<td>Locked?</td>
<td>Click in this field block if you want to <strong>Lock</strong> the course code.</td>
</tr>
<tr>
<td>Class Start Date and Time</td>
<td>Enter the <strong>Class Start Date</strong> (MM/DD/YYYY) and <strong>Time</strong> (HH/MM) format or use the calendar and clock.</td>
</tr>
<tr>
<td>Class Stop Date and Time</td>
<td>Enter the <strong>Class Stop Date</strong> (MM/DD/YYYY) and <strong>Time</strong> (HH/MM) format or use the calendar and clock.</td>
</tr>
<tr>
<td>Remarks</td>
<td>Enter any <strong>Remarks</strong> in this field.</td>
</tr>
<tr>
<td>Block Training</td>
<td><strong>Block Training</strong> is only used for Course Ancl 000070. When the class is accomplished, all the course listed at the bottom in the <strong>Block Training</strong> Section are C/W for the Employee Numbers in the class. You can enter up to 12 courses.</td>
</tr>
</tbody>
</table>

**Action “A”:**  Used to add a class

**Required Fields:**  Action, Base Code, Prefix & Course Code, Class ID, Min/Max, Class Start Date, Start Time, Class Stop Date, Stop Time

**Optional Fields:**  Building, Room, Location

**Note:** Course Codes for Block Training applies to Course Code ANCL 000070 only.

**To Update the Block Course Training Section:** Enter an ‘A’ and the Course Code you want to add to the ANCL 000070 Class – Up to 12 Courses

**Action “C”:**  Used to change class information, as needed. Before any “C” action you must first do an “I” action.

**Required Fields:**  Action
To Update the Block Course Training Section: Enter an ‘A’ and the Course Code you want to add to the ANCL 000070 Class – Up to 12 Courses. Enter a “D” and the Course Code you want to delete from the ANCL 000070 class.

Action “D”: Used to delete an already existing class.

Note: If you delete the class all employee numbers loaded to the class via Program 9086 will be de-scheduled and removed from the class.

Required Fields: Action, Base Code, Prefix & Course Code, Class ID

To Delete Block Course Codes: If deleting a class from ANCL 000070 and block courses exist at the bottom section these courses will be de-scheduled from the employees numbers training RIP.

Action “V”: Used to list the employee numbers enrolled in this class—Resets to Program 9086.

Required Fields: Action, Base Code, Prefix & Course Code, and Class ID

Action “Z”: Gives a listing of classes built for Prefix or Course Code entered.

Required Fields: Action, Base Code, Prefix & Course Code

Optional Fields: Course Code

Action “I”: Used to inquire on one Class ID

Required Fields: Action, Base Code, Prefix & Course Code, Class ID

Action “U”: Used to show a class was accomplished. All employee numbers in class will show they accomplished this class. Once the class is accomplished, the Class ID will be deleted.

Required Fields: Action, Base Code, Prefix & Course Code, Class ID

Note: Once done you will see ‘Activity Accepted – Employees Updated and Class Removed’.
Action “P”: Used to list employees numbers in class and all prerequisites and whether they are accomplished or not.

Required Fields: Action, Base Code, Prefix & Course Code, Class ID

Note: All prerequisites must be accomplished before the employee number can get credit for the class.

For information about Program 9030 click on the next to the program number.
Program 9045

Shop Master

Purpose
This program establishes changes and reports the Shop Master Data Base (M376SR). The program has an option to produce a Shop Workload Summary Report (AF Form 2443). The work center has to be loaded in Program 9045 before you can load/transfer employee numbers to it in Program 9046. The shop has to be loaded in Program 9007 before you can load it in Program 9045. Regardless of how many different commands exist at one base, a mnemonic can only exist once for that base in Program 9045.

Input Instructions
Once you access the G081 system, select F9045 Shop Master from the Program Listing page. You can also enter 9045 or F9045 in the Search box and click on the magnifying glass. The system will present the screen pictured below.

Program 9045 Screen
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trans</td>
<td>The <strong>Transaction</strong> codes tell G081 what information it must gather to respond to your request. The <strong>Transaction</strong> you select will determine many of the later entries in this screen. Select an option from the <strong>Trans</strong> drop-down menu or enter it manually. Enter all known fields:</td>
</tr>
<tr>
<td></td>
<td>• A – Add</td>
</tr>
<tr>
<td></td>
<td>• C – Change – Run “I” action for Base/Shop, change as needed</td>
</tr>
<tr>
<td></td>
<td>• D – <strong>Action removed. Use Program 9082 to delete a shop</strong></td>
</tr>
<tr>
<td></td>
<td>• I – Inquiry – Enter Base/Shop</td>
</tr>
<tr>
<td></td>
<td>• L – Lock record</td>
</tr>
<tr>
<td></td>
<td>• R – Report – Enter Base Code and Sort Option</td>
</tr>
<tr>
<td></td>
<td>• W – “Relink” Work center from <strong>Program 9007</strong> to the Shop records. Enter Base/Shop</td>
</tr>
<tr>
<td></td>
<td>• N – Normalize shifts after ORI.</td>
</tr>
<tr>
<td></td>
<td>• O – Update ORI shifts</td>
</tr>
<tr>
<td></td>
<td>• M – Build/update/remove manpower authorized records by AFSC. Enter Base/Shop, the authorized numbers are in the skill level fields, the AFSC with “X” in the skill level and the Type</td>
</tr>
<tr>
<td></td>
<td>• U – Update Reserve weekend</td>
</tr>
<tr>
<td></td>
<td>• X – Unlock Base or Shop</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> See the Help Screen on processing the different transactions.</td>
</tr>
<tr>
<td>Key</td>
<td>This field may require a 2-position access code, or <strong>Key</strong>, which is available through your local G081 Manager.</td>
</tr>
<tr>
<td>Base</td>
<td>Enter the 4-position <strong>Base</strong> code or Command Code you are processing the report for. Select an option from the menu by clicking the <strong>Base</strong> icon or enter it manually.</td>
</tr>
<tr>
<td>Shop</td>
<td>Enter the <strong>Shop</strong> mnemonic from HQ AMC Standardized Lists.</td>
</tr>
<tr>
<td>Report Sort</td>
<td>Enter the <strong>Report Sort</strong> in this field. This is used with “R” action only. Enter “M” for mnemonic sort or enter “N” or leave blank for sort by work center.</td>
</tr>
<tr>
<td>Shop Name</td>
<td>Enter a description for the <strong>Shop Name</strong> in this field.</td>
</tr>
<tr>
<td>Branch Name</td>
<td>Enter the Flight/<strong>Branch Name</strong> in this field.</td>
</tr>
<tr>
<td>FIELD</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Unit Name</td>
<td>Enter the Squadron/Unit Name in this field.</td>
</tr>
<tr>
<td>349 Printer</td>
<td>Enter the “VTAAxxxx” number where the 349/350s should print.</td>
</tr>
<tr>
<td>350 Tag Seq</td>
<td>When building a new shop, enter 0000, or leave this field alone. It is updated/sequenced every time a 350 Tag is built so that duplicate 350 Tags aren’t created.</td>
</tr>
<tr>
<td>350 Tag Shop Code</td>
<td>Enter a 2 letter code (usually the same as the 4-5- position of the organizational account). Do not duplicate this code for any shop on base. Each must have their own unique code because this is the 2-3rd position of the 350 Tag. Looking at these 2-positions, you can tell who owns the 350 Tag.</td>
</tr>
<tr>
<td>349/350 On Tag Transfer</td>
<td>Enter “3” to send a 349 on a 350 Tag Transfer. Enter “X” to send a 350 Tag. Enter “B” to send both. Enter “N” to send none.</td>
</tr>
<tr>
<td>Document Shop Code</td>
<td>Enter the primary organizational supply account. (5-position field). First three are numbers, and last two are letters. Your SBSS can provide this value.</td>
</tr>
<tr>
<td>Func Acct Code</td>
<td>Enter the Functional Account Code in this field.</td>
</tr>
<tr>
<td>Manpower AUTH</td>
<td>For all the Manpower Authorized fields, enter the applicable number authorized.</td>
</tr>
<tr>
<td>Note: Next to each authorized field is the assigned count. The assigned counts are program fields only and are not user updated.</td>
<td></td>
</tr>
<tr>
<td>AFSC</td>
<td>Used to load/build/change manpower authorized by AFSC by using the “M” transaction. Enter the AFSC but use “X” in the skill level position of the AFSC.</td>
</tr>
<tr>
<td>Type</td>
<td>When inputting the AFSC field with the “M” transaction, you must enter “P” for Primary, “C” for Control or “D” for Duty.</td>
</tr>
<tr>
<td>Note: CEM = Chief Enlisted Master Sergeant OFF = Officers</td>
<td></td>
</tr>
<tr>
<td>FIELD</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Shift Info From/To</td>
<td>The From/To fields for all 5 shifts are filled in with Start and Stop times for each shift. If a given shift does not exist for the given shop. Enter 4 zeros in each field.</td>
</tr>
<tr>
<td>Chief</td>
<td>For Shifts 1, 2, 3, it is automatically displayed from data input in Program 9046. If &quot;CH&quot; for &quot;AC&quot; is entered in the Crew ID field in Program 9046, it will display that employee number here along with the person’s name and rank. Shift A, B is manually updated.</td>
</tr>
<tr>
<td>Rank</td>
<td>This field is for display only and cannot be updated.</td>
</tr>
<tr>
<td>Name</td>
<td>This field is for display only and cannot be updated.</td>
</tr>
<tr>
<td>Asst</td>
<td>This field is for display only and cannot be updated.</td>
</tr>
<tr>
<td>Rank</td>
<td>This field is for display only and cannot be updated.</td>
</tr>
<tr>
<td>Name</td>
<td>This field is for display only and cannot be updated.</td>
</tr>
<tr>
<td>Branch Supervisor</td>
<td>Enter the Branch Chief name in this field.</td>
</tr>
<tr>
<td>Shop Chief</td>
<td>Enter the Shop Chief name in this field.</td>
</tr>
<tr>
<td>Shop Workload Summary</td>
<td>All the remaining fields are automatically displayed on an &quot;I&quot; transaction. The data is retrieved and calculated from the 350 Tags open in that Shop. The “S” action can give you a Summary for all Shops for a given squadron.</td>
</tr>
<tr>
<td>In Hours</td>
<td>This field is automatically displayed.</td>
</tr>
<tr>
<td>Work Units</td>
<td>This field is automatically displayed.</td>
</tr>
<tr>
<td>Backlog Hours</td>
<td>This field is automatically displayed.</td>
</tr>
<tr>
<td>AWM Units</td>
<td>This field is automatically displayed.</td>
</tr>
<tr>
<td>Req Nxt 24</td>
<td>This field is automatically displayed.</td>
</tr>
<tr>
<td>Remarks</td>
<td>This field is automatically displayed.</td>
</tr>
</tbody>
</table>
How to Build AFSC Authorizations (M376S18 Records):

- In the **Transaction** field, enter an 'M'
- In the **AFSC** field, enter the desired AFSC to update/build. The AFSC field is 7-positions and it must have 'X' in the 5th position.
- In the **Type** field, enter ‘P’ for Primary AFSC, ‘D’ for Duty AFSC or ‘C’ for Control AFSC
- Finally, enter the Number of Employees Authorized for each employee Type (Mil, Civ, ART, Guard, RESV) and each skill level

For information about **Program 9045** click on the next to the program number.
Program 9046
Personnel Management

Purpose
This program is used to maintain personnel’s employee number records regarding their shop, shift, rank, AFSC and Red-X qualified status. The shop record must exist in Program 9045 (M376SR) in order to transfer or add an employee number to the shop. Updates/retrieves info from M374SR, M376SR.

Input Instructions
Once you access the G081 system, select F9046 Personnel Management from the Program Listing page. You can also enter 9046 or F9046 in the Search box and click on the magnifying glass. The system will present the screen pictured below.
Notes:
1. The Dummy records are no longer kept/maintained in the Program 9046, use Program 9118T.

2. When a person permanently departs your unit, process a delete action. This will not delete the employee number, it just transfer the employee number to the ‘Hold’ shop at your base. You cannot transfer a person to a ‘Hold’ shop.

3. Employee numbers in the ‘Hold’ will be flagged as ‘Inactive’ with the delete date once inactive the employee number has the possibility of being reassigned to another person. How this works when all the spare man numbers are used, the system will look at all the inactive employee numbers and the employee number with the oldest inactive date of all the bases in G081, will be reassigned when there’s a requirement for new employee numbers from any base.

4. When a person arrives at your location from another G081 base, pull up their employee number from his old base. Enter his old employee number, ‘R’ in ‘Action’ then transfer the user to your base. Process a ‘T’ action and enter your base and the proper shop in ‘Transfer to Base/Shop’. Once processed this will transfer the person to the new Base/Shop and the new Shop’s Dummy/Template courses established on Program 9118T. Program will also reset to Program 9092 so that you can add or delete any course codes from members Program 9119.

5. When adding a brand new member; after pressing ‘Enter’ for the ‘Add Option’ Program will reset to Program 9092 for you to view all course codes that have been added to the member. After review you can select to reset back to Program 9046.

Provides the ability to:
- Add, change and delete personnel records (Options ‘A’, ‘C’, and ‘D’)
- Transfer these records from one base/shop to another (Option ‘T’) or, transfer them to a new employee number within the same shop.
- Search by employee number (Option ‘R’)
- Find an employee by last name and base code (Option ‘I’)
- Search by USERID and base code (Shop code optional). (Option ‘?’)
- Reset to Program 9092 to view course codes loaded to a member (Option ‘M’)
- Lock personnel record (Option ‘L’) and unlock record (Option ‘X’)
- Update employee’s reserve weekend (Option ‘U’)
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>The <strong>Action</strong> codes tell G081 what information it must gather to respond to your request. The <strong>Action</strong> you select will determine many of the later entries in this screen. Select an option from the <strong>Action</strong> drop-down menu or enter it manually.</td>
</tr>
</tbody>
</table>
|             | • A - Add Personnel Record  
|             | • C - Change a record. All "-" equal space  
|             | • D - Delete a record  
|             | • I - Find employee number by last name (must have at least 5 or 6 positions to pull. Must blank out the shop on second search.) If the name you are searching for doesn't come up, re-enter action 'I' and re-submit until the name appears  
|             | • L – Lock record  
|             | • M – Reset to Program 9092  
|             | • R - Find record by (known) employee number  
|             | • T - Transfer Base-to-Base, Shop-to-Shop.(PCS/PCA)  
|             | • ? - Search database by User-ID  
|             | • U - Update reserve weekend  
|             | • X - Unlock record  
| Key         | This field may require a 2-position access code, or Key, which is available through your local G081 Manager.                                   |
| Employee Number | This is the individual’s 5-position **Employee Number**. You may also enter ‘TRAIN’, ‘AFRES’, or ‘ANGRD’ to add a dummy training record. You may also enter ‘TRAXX’, ‘AFRXX’, or ‘ANGXX’ to add multiple dummy training records then a unique DAFSC must be entered for each record. This field is optional for the A and mandatory when performing a C, D, T, R, or G input. Normally this field is blank when adding a new employee. However, it can optionally be input too. If input, never use 99999 or 00000 as an employee number.  
<p>|             | <strong>Note:</strong> Leave this field blank when adding a new employee number and the system will generate a new one. Employee numbers in the ‘Hold’ will be flagged as ‘Inactive’ with the date. |
| Base Code   | The <strong>Base</strong> code is a 4-position code that identifies the <strong>Base</strong> where the employee is assigned. If left blank, the <strong>Base</strong> code will default to the user’s <strong>Base</strong>. Select an option from the <strong>Base Code</strong> icon or enter it manually. |</p>
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>This is the <strong>Name</strong> of the employee. An entry is required for an ‘A’ action. This field is limited to a maximum of 30-positions and is entered in a last Name, first Name, and middle initial format. If processing action ‘I’ to find an employee's info, enter the individuals last Name in this field.</td>
</tr>
<tr>
<td>MIL/CIV</td>
<td>This is the <strong>Military/Civilian</strong> option used to designate an individual's status. An entry is required for an ‘A’ action. This field may also be updated with a ‘C’ action. Select an option from the MIL/CIV drop-down menu or enter it manually.</td>
</tr>
<tr>
<td></td>
<td>• <strong>M</strong> – Military &amp; Active Guard Reserve (AGR)</td>
</tr>
<tr>
<td></td>
<td>• <strong>C</strong> - Civilian</td>
</tr>
<tr>
<td></td>
<td>• <strong>A</strong> - ART</td>
</tr>
<tr>
<td></td>
<td>• <strong>R</strong> - Reservist</td>
</tr>
<tr>
<td></td>
<td>• <strong>T</strong> - Technician</td>
</tr>
<tr>
<td></td>
<td>• <strong>G</strong> – Guardsman</td>
</tr>
<tr>
<td>Shop</td>
<td>This is the 3- to 5-position <strong>Shop</strong> mnemonic the employee is assigned to.</td>
</tr>
<tr>
<td>Workcenter</td>
<td>DISPLAY ONLY – NO INPUT REQUIRED</td>
</tr>
<tr>
<td></td>
<td>This field will automatically fill on a transfer action.</td>
</tr>
<tr>
<td>Squadron</td>
<td>Enter the 7-position <strong>Squadron</strong> in this field.</td>
</tr>
<tr>
<td>UID</td>
<td>This is the 7-position <strong>User ID</strong> assigned to the employee number</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: This USERID must first be loaded to an LTERM on Program 9057 except for USERIDs that begin with CE* or JD*. If no UID enter 'NOUSERID'.</td>
</tr>
<tr>
<td>FED/CTR</td>
<td>Enter options for Federal or Contractor. Select an option from the FED/CTR drop-down menu or enter it manually.</td>
</tr>
<tr>
<td>FIELD</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Deployed Base | Enter the 4-position **Deployed Base** in this field. Select an option from the **Deployed Base** icon or enter it manually.  
**Notes:**  
When adding deployed base for MIL-CIV 'C' and 'M' the labor-code must be 120.  
When adding deployed base for MIL-CIV 'A' and 'T' the labor-code and Res Labor must be 120.  
When adding deployed base for MIL-CIV 'R' or 'G' the Res labor must be 120.  
When employee no longer is TDY move spaces to deployed base and enter the correct labor code or Res-labor code. |
| Labor Code    | These are the **Labor Code** options used to designate the employee's **Labor** status. This is a required field for an **'A'** action. This field may also be updated with a **'C'** action. Select an option from the **Labor Code** drop-down menu or enter it manually. |
| Res Labor Code| This is the reservist's **Labor Code** field. Select an option from the **Res Labor Code** drop-down menu or enter it manually.                                                                                   |
| Duty/Aircraft | The **Duty/Aircraft** shows the 8-position **Aircraft** serial number (tail number) the employee is assigned to.                                                                                             |
| Update By     | **DISPLAY ONLY – NO INPUT REQUIRED**                                                                                                                                                                        |
| Update Date   | **DISPLAY ONLY – NO INPUT REQUIRED**                                                                                                                                                                        |
# Program 9046 Screen: Military Section

<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Enter the <strong>Grade</strong> of the employee in this field. Select an option from the <strong>Grade</strong> drop-down menu or enter it manually.</td>
</tr>
<tr>
<td>DAFSC</td>
<td>This is the <strong>Duty Air Force Specialty Code (DAFSC)</strong> for the employee. You must enter a 1-position prefix or leave a space if the employee has none.</td>
</tr>
<tr>
<td>FIELD</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Military Section</strong></td>
<td></td>
</tr>
<tr>
<td>PAFSC</td>
<td>This is the <strong>Primary Air Force Specialty Code (PAFSC)</strong> for the employee. You must leave a space before the AFSC. No prefix is allowed in the PAFSC field. You may then enter the 2- to 6-position <strong>Air Force Specialty Code (AFSC)</strong>. This field is required for an ‘A’ action and information may also be updated with a ‘C’ action.</td>
</tr>
<tr>
<td>CAFSC</td>
<td>This is the <strong>Control Air Force Specialty Code (CAFSC)</strong> for the employee. You must enter a 1-position prefix or leave a space if the employee has none.</td>
</tr>
<tr>
<td>AFSC-2</td>
<td>This is the <strong>Secondary Air Force Specialty Code (AFSC-2)</strong> for the employee.</td>
</tr>
<tr>
<td>Working Location</td>
<td>The <strong>Working Location</strong> indicates where an employee is working. Click in the blank, Dispatch or Shop field block. An entry is required for an ‘A’ action. This data may also be updated with a ‘C’ action.</td>
</tr>
<tr>
<td>Sign Red X</td>
<td>This is the <strong>Sign Red-X</strong> field used to designate whether or not an employee is qualified to <strong>Sign</strong> off a Red-X. Usually, an individual must be a 7- or 9-level to <strong>Sign</strong> off a Red-X write up.</td>
</tr>
<tr>
<td>MSTR</td>
<td>This is the <strong>Master</strong> field. Enter “M” for Master Mechanic or “C” for Certified Mechanic.</td>
</tr>
<tr>
<td>Crew Chief</td>
<td>This field is used to indicate whether an employee is a Dedicated <strong>Crew Chief</strong> or Flying <strong>Crew Chief</strong>. Select an option from the <strong>Crew Chief</strong> drop-down menu or enter it manually.</td>
</tr>
<tr>
<td></td>
<td>• B if the person is both a Flying and Dedicated Crew Chief</td>
</tr>
<tr>
<td></td>
<td>• F if the person is a Flying Crew Chief</td>
</tr>
<tr>
<td></td>
<td>• Y if the person is a Dedicated Crew Chief</td>
</tr>
<tr>
<td></td>
<td>• Leave Blank if not an FCC or DCC</td>
</tr>
<tr>
<td>Crew ID</td>
<td>This is the <strong>Crew Identification</strong> and is used to designate the shift chief or assistant. Select an option from the <strong>Crew ID</strong> drop-down menu or enter it manually.</td>
</tr>
<tr>
<td>Asst Crew Chief</td>
<td>Select an option from the <strong>ASST Crew Chief</strong> drop-down menu.</td>
</tr>
</tbody>
</table>
**Program 9046 Screen: Shift Section**

<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shift</strong></td>
<td>The <strong>Shift</strong> field allows you to change what <strong>Shift</strong> an individual works. This field is required for action ‘A’ when adding a new employee to the database. Select an option from the <strong>Shift</strong> drop-down menu or enter it manually.</td>
</tr>
<tr>
<td><strong>Assign Shift</strong></td>
<td>Enter the <strong>Assign Shift</strong> in this field. Select the calendar to enter the <strong>Shift</strong> or enter it manually.</td>
</tr>
<tr>
<td><strong>Fixed Shift</strong></td>
<td>The <strong>Fixed Shift</strong> is used to assign the employee’s ORI <strong>Shift</strong> or it can be used to indicate if an employee is working a flex <strong>Shift</strong>. Select an option from the <strong>Fixed Shift</strong> drop-down menu or enter it manually.</td>
</tr>
<tr>
<td>FIELD</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Shift Section</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Start Time</strong></td>
<td>The shift <strong>Start Time</strong> field is used to dictate the <strong>Start</strong> of a new shift is built using the <strong>HHMM</strong> format. Select a time from the <strong>Start Time</strong> icon or enter it manually.</td>
</tr>
<tr>
<td><strong>Stop Time</strong></td>
<td>The shift <strong>Stop Time</strong> field is used to dictate the <strong>Stop</strong> of a new shift is built using the <strong>HHMM</strong> format. Select a time from the <strong>Stop Time</strong> icon or enter it manually.</td>
</tr>
<tr>
<td><strong>Lunch Start</strong></td>
<td>If the individual is assigned a specific <strong>Lunch Start</strong> time, enter it in this field using <strong>HHMM</strong> format. Select a time from the <strong>Lunch Start</strong> icon or enter it manually.</td>
</tr>
<tr>
<td><strong>Lunch Stop</strong></td>
<td>If the individual is assigned a specific <strong>Lunch Stop</strong> time, enter it in this field using <strong>HHMM</strong> format. Select a time from the <strong>Lunch Stop</strong> icon or enter it manually.</td>
</tr>
<tr>
<td><strong>Days Off</strong></td>
<td><strong>OPTIONAL FIELD</strong></td>
</tr>
<tr>
<td></td>
<td>This is the <strong>Days Off</strong> field and is displayed by two 3-position fields with no slash in between; for instance SATSUN or MONTUE.</td>
</tr>
<tr>
<td>FIELD</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Shift Section</strong></td>
<td>Click in the field block for the number of days <strong>On/Off</strong>. This is a required field for an ‘A’ action. Select an option from the <strong>On/Off Schedule</strong> drop-down menu or enter it manually.</td>
</tr>
</tbody>
</table>
| **On/Off Schedule** | - 6/1 for 6 days on and 1 day off  
- 5/2 for 5 days on and 2 days off  
- 4/3 for 4 days on and 3 days off  
- 4/2 for 4 days on and 2 days off  
- 3/3 for 3 days on and 3 days off  
- 3/2 for 3 days on and 2 days off  
- DBL for a double schedule of 2/2 then 3/3  
- FOS for a 2/2, 3/2, and 2/3 days off schedule  
- GUS for a 5/2, 4/3 days off schedule |
<p>| <strong>Last Day Off</strong>  | This is the <strong>Last Day Off</strong> for the employee. It is used to compute future <strong>Days Off</strong> and should be updated and included whenever changing shift or <strong>Days On/Off</strong>. This is a required field for an ‘A’ action. Select a day from the <strong>Last Day Off</strong> icon or enter it manually. |</p>
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reservist Grade</strong></td>
<td>Enter the Reservist’s Grade in this field. Select an option from the Reservist Grade drop-down menu or enter it manually.</td>
</tr>
<tr>
<td><strong>Working Location</strong></td>
<td>This is the reservist’s Working Location and is used to indicate where an employee is working. Select an option from the Working Location drop-down menu or enter it manually.</td>
</tr>
<tr>
<td><strong>Weekend</strong></td>
<td>This is the Weekend a reservist is scheduled for a Unit Training Activity (UTA). Select an option from the Weekend drop-down menu or enter it manually.</td>
</tr>
<tr>
<td>FIELD</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Reserve Section</strong></td>
<td></td>
</tr>
<tr>
<td>DAFSC</td>
<td>This is the reservist's Duty Air Force Specialty Code (DAFSC).</td>
</tr>
<tr>
<td>PAFSC</td>
<td>This is the reservist's Primary Air Force Specialty Code (PAFSC).</td>
</tr>
<tr>
<td>Sign Red X</td>
<td>The reservist's Red-X indicates whether an employee is qualified to Sign off a Red-X write-up. Click in the field block to Sign Red-X.</td>
</tr>
<tr>
<td>Start Date</td>
<td>If the employee is a Reservist, use this field to enter the Start Date for Reservist's weekend duty. This field can be changed as necessary. Leave blank if employee is not a Reservist. Select a date from the Start Date icon or enter it manually.</td>
</tr>
<tr>
<td>Shift</td>
<td>This is used to indicate what Shift an Air Reserve Technician (ART) is assigned to. Select an option from the Shift drop-down menu or enter it manually.</td>
</tr>
<tr>
<td>Stop Date</td>
<td>This is the Stop Date for a Reservist's weekend. This field can be changed as necessary. Leave field blank if employee is not a Reservist. Select a date from the Stop Date icon or enter it manually.</td>
</tr>
</tbody>
</table>
### Program 9046 Screen: Duty Section

#### FIELD | EXPLANATION
--- | ---
**Duty Section** |  
**Arrival Date** | This is the **Date** the employee **Arrived** on base or was assigned to his current duty section. Select a date from the **Arrival Date** icon or enter it manually.  
**Security** | This is the **Security** clearance of the employee. Select an option from the **Security** drop-down menu or enter it manually.  
- **S** for secret  
- **T** for top secret  
- Leave **blank** if none or unknown
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duty Section</strong></td>
<td><strong>Passport Date</strong> The Passport option indicates an employee’s valid Passport date. If left blank the field defaults to 9999. Select a date from the Passport Date icon or enter it manually.</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>Enter the 1-position Training Status Code (TSC) in this field. See AFI 36-2201 Vol. 3, Table A4.1</td>
</tr>
<tr>
<td><strong>Mobility</strong></td>
<td>The Mobility indicator shows whether or not an employee is on Mobility status. First enter the 1-position indicator. Enter ‘Y’ for Yes or leave blank for No. The next 7-positions are available for use as defined by the local base.</td>
</tr>
<tr>
<td><strong>Position #</strong></td>
<td>This 7-position field designates if an employee is assigned against a specific mobility Position Number.</td>
</tr>
<tr>
<td><strong>Service Component</strong></td>
<td>This is the Service Component and designates what Component of the Air Force the individual belongs to. For an A or C action. Select an option from the Service Component drop-down menu or enter it manually.</td>
</tr>
<tr>
<td><strong>B.A.S.</strong></td>
<td>This is the Basic Allowance for Subsistence (BAS) option and is used to show whether an individual receives a Basic Allowance for Subsistence or is on a meal card.</td>
</tr>
<tr>
<td><strong>AEF Band</strong></td>
<td>Enter the 2-position alpha-numerical AEF Band. This determines an individual’s needs prior to deploying.</td>
</tr>
<tr>
<td><strong>DEPLOYMENT</strong></td>
<td><strong>Base</strong> Base employee is deployed to.</td>
</tr>
<tr>
<td></td>
<td><strong>Start</strong> Date deployment began.</td>
</tr>
<tr>
<td></td>
<td><strong>Stop</strong> Date deployment will end.</td>
</tr>
<tr>
<td><strong>Special Experience Identifiers</strong></td>
<td>If an employee has a Specialty Experience Identifier (SEI), enter it in this field.</td>
</tr>
<tr>
<td>FIELD</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Duty Section</strong></td>
<td></td>
</tr>
<tr>
<td>SEI2</td>
<td>If the employee has a 2nd Special Experience Identifier (SEI), enter it in this field.</td>
</tr>
<tr>
<td>SEI3</td>
<td>If the employee has a 3rd Special Experience Identifier (SEI), enter it in this field.</td>
</tr>
</tbody>
</table>

**Program 9046 Screen: Transfer Section**

![Program 9046 Screen](image-url)
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transfer to Shop</strong></td>
<td>The <strong>Transfer To Shop</strong> field designates the <strong>Shop</strong> the individual is <strong>Transferring To</strong>. Both the ‘Transfer To’ Base &amp; Shop fields must be entered when processing a ‘T’ action. When deleting employee number, it transfers them to the ‘Hold’ shop, you cannot directly transfer an employee number to the ‘Hold’ shop.</td>
</tr>
<tr>
<td><strong>Transfer to Base</strong></td>
<td>The <strong>Transfer To Base</strong> field designates the <strong>Base</strong> the individual is <strong>Transferring To</strong>. This field is required for a ‘T’ action. Both base fields must be input even if transferring within the same base. Select an option from the <strong>Transfer to Base</strong> icon or enter it manually.</td>
</tr>
<tr>
<td><strong>Transfer to Workcenter</strong></td>
<td><strong>DISPLAY ONLY.</strong> It will automatically fill on a transfer action.</td>
</tr>
<tr>
<td><strong>Delete Date</strong></td>
<td><strong>DISPLAY ONLY.</strong> This field will auto-fill.</td>
</tr>
<tr>
<td><strong>ORI Shift Transfer From/To</strong></td>
<td>This is the first <strong>From/To</strong> and is used to transfer standard shifts to Operational Readiness Inspection (ORI) shifts. Input from the From and To Data.</td>
</tr>
<tr>
<td><strong>From/To</strong></td>
<td>This is the second <strong>From/To</strong> and is used to transfer standard shifts to ORI shifts.</td>
</tr>
<tr>
<td><strong>From/To</strong></td>
<td>This is the third <strong>From/To</strong> and is used to transfer standard shifts to ORI shifts.</td>
</tr>
</tbody>
</table>

**Notes:**

6. The Dummy records are no longer kept/maintained in the **Program 9046**, use **Program 9118T**.

7. When a person permanently departs your unit, process a delete action. This will not delete the employee number, it just transfer the employee number to the ‘Hold’ shop at your base. You cannot transfer a person to a ‘Hold’ shop.

8. Employee numbers in the ‘Hold’ will be flagged as ‘Inactive’ with the delete data once inactive the employee number has the possibility of being reassigned to
another person. How this works when all the spare man numbers are used, the system will look at all the inactive employee numbers and the employee number with the oldest inactive date of all the bases in G081, will be reassigned when there’s a requirement for new employee numbers from any base.

9. When a person arrives at your location from another G081 base, pull up their employee number from his old base. Enter his old employee number, ‘R’ in ‘Action’ then transfer the user to your base. Process a ‘T’ action and enter your base and the proper shop in ‘Transfer to Base/Shop’. Once processed this will transfer the person to the new Base/Shop and the new Shop’s Dummy/Template courses established on Program 9188T. Program will also reset to Program 9092 so that you can add or delete any course codes from members Program 9119.

10. When adding a brand new member; after pressing ‘Enter’ for the ‘Add Option’ Program will reset to Program 9082 for you to view all course codes that have been added to the member. After review you can select to reset back to Program 9046.

11. When using the ‘I’ action to search by Last-Name, the base code is required, shop is optional. The 1st 6-positions in ‘Name’ are used as search criteria. You may use all six but no fewer than two. Imbedded blanks and/or commas are not permitted. After each match, the full name, employee number, base and shop are returned with action changed to ‘R’. To continue the same search, enter ‘I’ in action and press ‘Enter’.
For information about **Program 9046** click on the 🔄 next to the program number.
Program 9058/9029

Shop Batch Job/FOCUS Report Update and Execution

Purpose
These programs are used to execute and update the Job Control Language (JCL) for Batch jobs and FOCUS reports. The output is sent to your destination printer or disk file. Program 9058 displays all Batch jobs and FOCUS reports for your work center and Program 9029 is used to update the Batch jobs and FOCUS reports.

Input Instructions
Once you access the G081 system, select F9058 Shop Batch Job Execution from the Program Listing page. You can also enter 9058 or F9058 in the Search box and click on the magnifying glass. The system will present the screen pictured below.

Program 9058 Screen
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base</td>
<td>This is the 4-position <strong>Base</strong> code. If left <strong>Blank</strong>, G081 will default to your <strong>base</strong>. Select an option from the menu by clicking the <strong>Base</strong> icon or enter it manually.</td>
</tr>
<tr>
<td>Shop</td>
<td>This is the mnemonic of the <strong>Shop</strong> for the batch products being processed. If left <strong>Blank</strong>, G081 will default to your shop.</td>
</tr>
<tr>
<td>Scan List</td>
<td>This field is left <strong>Blank</strong> for normal processing. Selecting ‘<strong>Y</strong>’ will display a menu of jobs, but no executions or updates will be allowed. Selecting ‘<strong>P</strong>’ will print the entire list to the users default printer. Select an option from the <strong>Scan List</strong> drop-down menu or enter it manually.</td>
</tr>
</tbody>
</table>
Program 9058 Output Screen

![Program 9058 Output Screen](https://example.com/screenshot.png)

<table>
<thead>
<tr>
<th>Action</th>
<th>Job</th>
<th>Frequency</th>
<th>Update</th>
<th>Description</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>NO</td>
<td>TOP 50 CARB JOBS &amp; CLASS MOST REC 7 DAYS</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>YES</td>
<td>DIT REPORT FROM MDC (ONLY JOBS WHICH HAVE MDC)</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>YES</td>
<td>EQUIPMENT LISTING - PETERSON AFR RESERVES</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>NO</td>
<td>QUEST BY QRL</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP+ (SUPP EQ &amp; 359TA)</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>YES</td>
<td>AGE</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP+ (SUPP EQ &amp; 359TA)</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP+ (SUPP EQ &amp; 359TA)</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP+ (SUPP EQ &amp; 359TA)</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP+ (SUPP EQ &amp; 359TA)</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP+ (SUPP EQ &amp; 359TA)</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>YES</td>
<td>AGE</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP+ (SUPP EQ &amp; 359TA)</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP+ (SUPP EQ &amp; 359TA)</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>YES</td>
<td>MONTHLY CANNIBLIZATION DISCREPANCY REPORT</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>YES</td>
<td>DAILY CANNIBLIZATION DISCREPANCY REPORT</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>YES</td>
<td>DIRECT LABOR HOURS BY SHOP BY ART, AD &amp; RESERVE</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>YES</td>
<td>DEBRIEF</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>YES</td>
<td>MDC DATA INTEGRITY DETAIL REPORT</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>YES</td>
<td>DATA INTEGRITY REPORT FOR SUPP EQ &amp; 359TA</td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>MD5A</td>
<td>001</td>
<td>NO</td>
<td>ENGINE CANN REPORT</td>
<td></td>
</tr>
<tr>
<td>FIELD</td>
<td>EXPLANATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Action</strong></td>
<td>The <strong>Action</strong> tells G081 what type of transaction you want to process. Click the <strong>Printer</strong> icon to execute the report. Click the <strong>Notepad</strong> icon to update/edit the report before executing it. When you select the <strong>notepad</strong> icon, you will be passed through to <strong>Program 9029</strong> to review, make updates and/or execute the report. <strong>Note:</strong> Not all Batch/FOCUS reports are updateable. This access is built within the report by your local G081 Manager. Contact them if you have any questions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Shop</strong></td>
<td>This is usually the mnemonic of the <strong>Shop</strong> for the batch products being processed. However, this can be any 1-5 character identifier as determined by the G081 Manager or the person who requested the report.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Job</strong></td>
<td>This field shows the name of the Batch/FOCUS report. The name can be 1-8 characters long and is determined by the G081 Manager or the person who requested the report.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Copies</strong></td>
<td>The number of copies produced when the report is executed will be shown in this field. Typically, it will be ‘001’ but up to 255 <strong>copies</strong> can be produced in a single execution.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Update</strong></td>
<td>This identifies whether or not the Batch/FOCUS can be <strong>Updated</strong> by users via <strong>Program 9058</strong>. If this field displays ‘NO’, you will not have a <strong>Notepad</strong> icon in the <strong>Action</strong> field and must contact your local G081 Manager to make changes to the report.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Provides a more detailed <strong>Description</strong> of the report.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Result</strong></td>
<td>Once you have executed the report, this field will display a green ‘✓’ if it processed successfully or a red ‘X’ if it did not.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** The Below Fields Are Display Only ***

This information can only be updated via **Program 9029** by your local G081 Manager

For information about **Program 9058** click on the 📝 next to the program number.
Input Instructions
When you click on the Notepad icon the Program 9058 report list, it will pass you to Program 9029. As shown in the following pages, this is where you will make any required/allowed updates to process the Batch/FOCUS report. Rows available for update are identified with an asterisk (*) in Column 79; non-updateable rows will be greyed-out. Click in the row to edit the field. You must contact your G081 Manager to request changes to rows that have not been identified for user update.
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong></td>
<td>The Action tells G081 what type of transaction you want to process. When accessing <strong>Program 9029</strong> from <strong>Program 9058</strong>, the only actions allowed are:</td>
</tr>
</tbody>
</table>
|                            | • E – Submit job for processing  
• R – Reset to **Program 9058**  
• U – Update the lower part of the screen                                                                                                      |
|                            | Select an option from the Action drop-down menu or enter it manually.                                                                                                                                    |
|                            | **Note:** If Action is left Blank, changes will not be saved and the screen will reset to the original data.                                                                                             |
| **Dest**                   | Must be a valid G081 printer ID. If left Blank, the output will default to the printer shown in the Org field.                                                                                           |
| **Forms**                  | Only used to request duplex printing. Ensure that the identified output G081 printer has duplex capability.                                                                                             |
|                            | Input ‘DUPX’ to use this feature and ‘--------’ (fill the entire field) to clear the request.                                                                                                           |
| **Copies**                 | This 3-position numeric field is used to request the number of printed products the user requires. Numbers between 001 and 255 are allowable. If left Blank, the field will default to 001 copy.             |
| **Change the input fields or card columns** | To make updates/changes to allowable fields:                                                                                                                                                   |
|                            | 1) Scroll down to the row  
2) Click in the row to open it for update  
3) Over-type the data you need to change/update  
4) Verify your changes/updates and ensure there is a ‘U’ in the Action field  
5) Click **Submit** to save changes/updates  
6) Verify Batch/FOCUS update was successful, then input an ‘E’ in the Action field to process the job. |
Making Updates:

1. Identify which line(s) of input can be updated by looking for the asterisk in Column 79.

2. Using the Steps 1-5 specified on the previous page under ‘Change the input fields or card columns’, change the requested data for the report, as needed.

Notes:

a. The insert feature should be OFF. You want to over-type the old data with the new to ensure you do not move the asterisk from Column 79.

b. If the asterisks is moved or deleted, you will no longer be able to make updates to that line. Only the G081 Manager can fix this field if altered.

c. BEFORE processing the ‘U’ Action to update the report, always double check that the asterisks is still located in Column 79. If it is not, leave the Action field blank and hit Submit to reset everything. Then, re-input your updates.
Reviewing Updates and Processing Report:

1. Once you have processed the ‘U’ action, in the status line at the bottom of the screen, you should see the message ‘UPDATE ACCEPTED’.
   a. If the update was unsuccessful, you will receive an ERROR MESSAGE
   b. Make any necessary corrections and re-process the report
   c. If you continue to experience issues, contact your local G081 Manager for assistance

2. Review your changes to be sure everything is correct and then submit the job for processing by selecting ‘E’ for the Action and click Submit.
Program 9029 Screen After Execution

Report Processed:

1. In the status line you should see the message **‘JOB SUBMITTED FOR EXECUTION’**.

Notes:

1. You will not receive any messages detailing whether or not the report processed successfully.

2. In general, depending on the size of the requested product, the report should be on your printer or in the disk file 5-15 minutes after execution.

3. If you have received no error messages when updating or executing the report, and are not receiving the product, contact your local G081 Manager. They can check to see if there is a backlog or if the report was in error.

For information about **Program 9029** click on the ![help](help) next to the program number.
Program 9065
Multiple Training Update

Purpose
This program is used to change an existing training complied date, add a new course code to an employee or multiple employees. It can also be used to delete courses for one or more employees. The action “G” will de-certify a course for employee. Employee field on the action line is used only if all changes are for this employee only, otherwise leave this field blank.

Input Instructions
Once you access the G081 system, select F9065 Multiple Training Update from the Program Listing page. You can also enter 9065 or F9065 in the Search box and click on the magnifying glass. The system will present the screen pictured below.

Program 9065 Screen
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key</td>
<td>This field may require a 2-position access code, or Key, which is available through your local G081 Manager.</td>
</tr>
<tr>
<td>Date</td>
<td>Enter the Date if processing for just one employee number. Enter in the MMMYY format.</td>
</tr>
<tr>
<td>Emp No.</td>
<td>Enter the Employee Number for one specific Employee Number, or leave blank.</td>
</tr>
</tbody>
</table>

**MASS EMPLOYEE UPDATE**

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base</td>
<td>Enter Base Code of employee(s).</td>
</tr>
<tr>
<td>From Wrk-Ctr</td>
<td>Enter a desired work-center.</td>
</tr>
<tr>
<td>Thru Wrk-Ctr</td>
<td>Enter a desired work-center.</td>
</tr>
<tr>
<td>Squad</td>
<td>Enter a 7 byte input.</td>
</tr>
</tbody>
</table>

**Bottom Section**

<table>
<thead>
<tr>
<th>Action</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Add a course code to 1 or 10 employees. If Add is for one employee number you can enter this employee number at the top and leave the employee number field on Lines 1-10 blank. Complied With Date not required</td>
</tr>
<tr>
<td>C</td>
<td>Change a course Complied With Date on 1 to 10 employee numbers. Complied With Date required</td>
</tr>
<tr>
<td>D</td>
<td>Delete the Course Code from the employee records. Also will delete the employee from classes if scheduled</td>
</tr>
<tr>
<td>G</td>
<td>Decertify a Course Code for employee. Date input required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td>Enter the Prefix in this field.</td>
</tr>
<tr>
<td>Course</td>
<td>Enter the Course code to be updated.</td>
</tr>
<tr>
<td>Date</td>
<td>Enter the training complied Date in the MMMYY format. Required on action “C” and “G”.</td>
</tr>
<tr>
<td>Emp Numbers</td>
<td>Enter the Employee Number to be changed. Used if the Employee Number field in the upper section is blank.</td>
</tr>
<tr>
<td>FIELD</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Name</td>
<td>Enter the employee’s name.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter the <strong>Description</strong> in this field.</td>
</tr>
</tbody>
</table>

**Note:** Only the line with an action will be processed.

For information about **Program 9065** click on the button next to the program number.
Program 9072
User Printer Change

Purpose
This program allows a user to review and/or change the G081 printer ID assigned to their User-ID where they receive G081 products when ‘Print’ is entered in the Device or the Output field on an online program.

Input Instructions
Once you access the G081 system, select F9072 User Printer Change from the Program Listing page. You can also enter 9072 or F9072 in the Search box and click on the magnifying glass. The system will present the screen pictured below.

Program 9072 Screen
Note: No input is required to look up your associated printer. Just hit Enter or click ‘Submit’ on the blank screen.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td><strong>DISPLAY ONLY</strong></td>
</tr>
<tr>
<td></td>
<td>You assigned G081 <strong>User Identification (USERID)</strong>. <strong>User IDs</strong> are assigned by your local G081 Manager.</td>
</tr>
<tr>
<td>Base Code</td>
<td><strong>DISPLAY ONLY</strong></td>
</tr>
<tr>
<td></td>
<td>The <strong>Base Code</strong> to which the <strong>User ID</strong> is assigned will be displayed in this field.</td>
</tr>
<tr>
<td>Generic LTerm</td>
<td><strong>DISPLAY ONLY</strong></td>
</tr>
<tr>
<td></td>
<td>This is the <strong>Generic Logical Terminal</strong> that allows/limits the users’ ability to process transactions and programs in G081. These are assigned/managed by local G081 Managers.</td>
</tr>
<tr>
<td>Associated Printer</td>
<td>The G081 <strong>Printer</strong> assigned to the <strong>LTERM</strong> and/or the <strong>User ID</strong> will be displayed in this field. This is where you currently receive printed products requested through G081.</td>
</tr>
<tr>
<td></td>
<td>Update this field to the desired <strong>G081 printer</strong> ID.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> A valid G081 printer ID must be input.</td>
</tr>
<tr>
<td>Change It?</td>
<td><strong>REQUIRED to change Associated Printer field</strong></td>
</tr>
<tr>
<td></td>
<td>Check this field to <strong>Change</strong> the G081 printer where your products will be output.</td>
</tr>
</tbody>
</table>
For information about **Program 9072** click on the [question mark](#) next to the program number.
Program 9080
Batch Request For Course Code Update

Purpose
The purpose of this program is to manage training records in G081. This program has the ability to process a massive amount of records. It is designed to allow a base level training manager to process for the entire shop at once versus updating one employee number at a time with Program 9119.

Input Instructions
Once you access the G081 system, select **F9080 Batch Request For Course Code Update** from the Program Listing page. You can also enter *9080* or **F9080** in the **Search** box and click on the magnifying glass. The system will present the screen pictured below.

Program 9080 Screen
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trans</td>
<td>The <strong>Transaction</strong> codes tell G081 what information it must gather to respond to your request. The <strong>Transaction</strong> you select will determine many of the later entries in this screen. Select an option from the <strong>Trans</strong> drop-down menu or enter it manually.</td>
</tr>
<tr>
<td></td>
<td>- <strong>A</strong> – Adds the course to all employee numbers in shop who match the MIL/CIV code entered</td>
</tr>
<tr>
<td></td>
<td>- <strong>D</strong> – Delete course from all employees number in shop who match MIL/CIV code entered. If this course is in a Dummy/Template for this shop on <strong>Program 9118T</strong> you will not be able to delete the course from the people in this shop because it’s a required course. If the course should not be a shop requirement delete it from the shop’s Dummy/template records on <strong>Program 9118T</strong> first. <strong>AMC Only</strong> Can delete course from all employees numbers in all shops for all bases, if needed</td>
</tr>
<tr>
<td></td>
<td>- <strong>L</strong> – List – <strong>AMC Only</strong> Gives list of the number of M374 records with this course</td>
</tr>
<tr>
<td></td>
<td>- <strong>M</strong> – Merge – <strong>AMC Only</strong> Copies TNG-CW-Date of ‘From’ course. Builds M374S13 for the ‘To’ course with the TNG-CW-Date from the ‘From’ course</td>
</tr>
<tr>
<td></td>
<td>- <strong>R</strong> – Recompute – <strong>AMC Only</strong> Gets TNG-CW-DATE from M374S13 and CRS-FREQ-REQ from M382 and recalculates the TNG-Due-Date on M374S13</td>
</tr>
<tr>
<td></td>
<td>- <strong>U</strong> – Upload – Adds the courses of Dummy Record to all employees in shop who match MIL/CIV code and AFSC template entered</td>
</tr>
</tbody>
</table>

| Base Code  | Enter the 4-position Geoloc **Base Code** in this field. Select an option from the **Base code** icon or enter it manually. |
| Shop  | Enter the **Shop mnemonic** or “**All**” for all **Shops**, depending on the transaction. |
| From Course  | Enter the 4-position Prefix and 6-position **Course** code in the **From** field. This is **REQUIRED** for all transactions. |
| To Course  | Enter the 4-position Prefix and 6-position **Course** code in the **To Course** field. Course code only allowed with “**M**” transaction. |
### FIELD | EXPLANATION
--- | ---
Delete Course Code Also? | Check if you want to **Delete** the “From” course after the **Merge** is processed. Only allowed with the “M” transaction. Allowed when HQ AMC process a “D” action for “All”.

Master Training Record/Template | Enter the **Master “Dummy”/Template Record**. Only required for option “U”. The valid values are “TRAIN”, “MOBIL” or the condensed 5-position skill specific or generic AFSC. (Example: 2R051, 2R0X1).

Mil/Civ Indicator | Check all service indicators that apply.

**Notes:**
- This utility processes **Program 67039**. You do not use **Program 9029** any longer to process **Program 67039**.
- You must have **Program 9080** access for each action in **Program 9057C** to process.
- **Program 9080** replaced **Program 9118B**.
- When pushing the Dummy Template to the shop:
  - Any CRS already loaded to an individual will not be over-written. Current info status will remain.
  - Any CRS not in the Dummy Template remain, as is. So a user specific CRS already loaded will not be affected.

For information about **Program 9080** click on the ✝ next to the program number.
Program 9086
Class Employee Scheduling

Purpose
This program is used to schedule students to a class. The class must already exist in Program 9030.

Input Instructions
Once you access the G081 system, select F9086 Class Employee Scheduling from the Program Listing page. You can also enter 9086 or F9086 in the Search box and click on the magnifying glass. The system will present the screen pictured below.

Program 9086 Screen
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>The <strong>Action</strong> codes tell G081 what information it must gather to respond to your request. The <strong>Action</strong> you select will determine many of the later entries in this screen. Select an <strong>Action</strong> from the drop down list or enter it manually.</td>
</tr>
</tbody>
</table>
|             | • **C** – Change enrollment information (add/delete employee numbers from class)  
|             | • **I** – Inquire on an existing class  
|             | • **U** – Update C/W date for a class (accomplished class)  
|             | • **M** – F9119 (Resets to 9119)  
|             | • **N** – F9030 (Resets to 9030)  
|             | • **R** – Provides a class roster  
|             | • **Z** – Lists all classes for course or prefix entered  
<p>|             | • <strong>P</strong> – Lists employee numbers in class and all prerequisites and whether they are accomplished or not                                                                                                   |
|             | <strong>Note:</strong> All prerequisites must be accomplished before the employee number can get credit for the class.                                                                                                      |
| Key         | This field may require a 2-position access code, or <strong>Key</strong>, which is available through your local G081 Manager.                                                                                             |
| Base Code   | Enter the 4-position <strong>Base Code</strong> in this field. Click the icon to select a <strong>Base code</strong> from the pop-up window or enter it manually.                                                                       |
| Prefix/     | Enter the 4-position <strong>Prefix</strong> and 6-position <strong>Course Code</strong> in this field.                                                                                                                                |
| Course Code |                                                                                                                                                                                                            |
| Class ID    | Enter the <strong>Class ID</strong> in this field.                                                                                                                                                                          |
| Class Start | This field will pre-fill.                                                                                                                                                                                    |
| Date/Time   |                                                                                                                                                                                                            |
| Class Stop  | This field will pre-fill.                                                                                                                                                                                    |
| Date/Time   |                                                                                                                                                                                                            |
| Bldg        | This field will pre-fill.                                                                                                                                                                                    |
| Rm          | This field will pre-fill.                                                                                                                                                                                    |</p>
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>This field will pre-fill.</td>
</tr>
<tr>
<td>Min/Max/Enrl</td>
<td>This field will pre-fill.</td>
</tr>
<tr>
<td>Locked?</td>
<td>This field will pre-fill.</td>
</tr>
<tr>
<td>Device</td>
<td>The Device field allows you to select your output destination. The default option is S [Scope] for an on-screen view. Select an option from the Device drop-down menu or enter it manually.</td>
</tr>
</tbody>
</table>

**Action “C”:** Changes enrollment information—can only Add/Remove students from a class. Must be an “I” action first.

**Required Fields:** Action, Employee Number

**To Add A Member To Class:**
**Required Fields:** Action, Employee Number

**To Delete A Member From Class:**
**Required Fields:** Action, Employee Number

**Action “I”:** Used to inquire on a preexisting class

**Required Fields:** Action, Base Code, Prefix & Course Code, Class ID

**Action “U”:** Updates the C/W Date for the class. Must do an “I” action first

**Required Fields:** Action

**Note:** Once you press “Enter” – Message “Activity Accepted- Employees Updates & Class Removed” will display. All employee numbers will be removed from the class and their training run will show the course C/W and the class will be deleted.

If this course has any prerequisites (See Program 9118) these prerequisite course must be accomplished before this class can be accomplished. All employee numbers that are not current on these prerequisites course will not complete this class. Once Program 9119 reflects these courses C/W, then you can process the “U” transaction and accomplish this class on these employee numbers.
**Action “M”:** Will reset to **Program 9119** so user can make changes to personnel training records  
**Required Fields:** Action

**Action “N”:** Will reset to **Program 9030**

**Required Fields:** Action

**Note:** If you leave the Base, Course & Class ID blank it will pull up a blank **Program 9030**. If you enter the Base, Course & Class ID, it will pull up this class on **Program 9030**.

**Action “Z”:** Displays all classes for Course Code or Prefix entered

**Required Fields:** Action, Base Code, Prefix, Course Code

**Action “P”:** Lists employee numbers in class and all prerequisites and whether they are accomplished or not.

**Required Fields:** Action, Base Code, Prefix and Course Code, Class ID

**Note:** All prerequisites must be accomplished before the employee number can get credit for the class.

**Action “R”:** Displays all the personnel loaded to a class

**Required Fields:** Action, Base Code, Prefix and Course Code, Class ID

For information about **Program 9086** click on the next to the program number.
Program 9092
Employee Course Update

Purpose
This program is used to add or delete course codes from a member who was transferred to another base/shop or to another shop at the same base. All Course codes loaded previously to the member along with the new shop course codes will be displayed.

Note: When a new member to G081 is added in via Program 9046, it will reset to this screen so that you can verify that all course codes have been loaded to the new member. If you delete a member via Program 9046, you can still do an “I” on the employee number. It will display all the course codes and show them in the “Hold” shop.

Input Instructions
Once you access the G081 system, select F9092 Employee Course Update from the Program Listing page. You can also enter 9092 or F9082 in the Search box and click on the magnifying glass. The system will present the screen pictured below.

Program 9092 Screen
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong></td>
<td>The <strong>Action</strong> codes tell G081 what information it must gather to respond to your request. The <strong>Action</strong> you select will determine many of the later entries in this screen. Select an <strong>Action</strong> from the drop down list or enter it manually.</td>
</tr>
<tr>
<td></td>
<td>• I – Inquire on employee number</td>
</tr>
<tr>
<td></td>
<td>• U – Update (add/delete)</td>
</tr>
<tr>
<td></td>
<td>• B – Reset to <strong>Program 9046</strong></td>
</tr>
<tr>
<td></td>
<td>• M – Reset to <strong>Program 9119</strong></td>
</tr>
<tr>
<td></td>
<td>• T – Goes back to top of list</td>
</tr>
<tr>
<td><strong>Employee #</strong></td>
<td>Enter the 5-position <strong>Employee Number</strong> in this field.</td>
</tr>
<tr>
<td><strong>Base Code</strong></td>
<td>Enter the 4-position <strong>Base Code</strong> in this field. Click the icon to select a <strong>Base Code</strong> from the pop-up window or enter it manually.</td>
</tr>
<tr>
<td><strong>Shop</strong></td>
<td>Enter the 5-position mnemonic <strong>Shop</strong> code in this field.</td>
</tr>
<tr>
<td><strong>Personnel Type</strong></td>
<td>DISPLAY ONLY – NO INPUT REQUIRED</td>
</tr>
<tr>
<td><strong>AFSC</strong></td>
<td>DISPLAY ONLY – NO INPUT REQUIRED</td>
</tr>
<tr>
<td><strong>Mobility</strong></td>
<td>DISPLAY ONLY – NO INPUT REQUIRED</td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>DISPLAY ONLY – NO INPUT REQUIRED</td>
</tr>
</tbody>
</table>

**Bottom Fields**

<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong></td>
<td>Select an option from the <strong>Action</strong> drop-down menu. Used with the “U” update <strong>Action</strong>. Allows user to add or delete course codes from employee record.</td>
</tr>
<tr>
<td><strong>Prefix</strong></td>
<td>Enter the 4-position alpha/numeric code (example: DOVR, C5, GENL, C141).</td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td>Enter the 6-position alpha/numeric code. These have been established IAW HQ AMC directive.</td>
</tr>
<tr>
<td>FIELD</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>AFSC</td>
<td>Enter the 5-position AFSC.</td>
</tr>
<tr>
<td>REQ’D</td>
<td>DISPLAY ONLY – NO INPUT REQUIRED</td>
</tr>
<tr>
<td></td>
<td>Indicates if course is a shop/AFSC Required course.</td>
</tr>
<tr>
<td>Mil/Civ</td>
<td>DISPLAY ONLY – NO INPUT REQUIRED</td>
</tr>
<tr>
<td></td>
<td>Indicated the Employee numbers Military/Civilian indicator set of Program 9046.</td>
</tr>
<tr>
<td>FRQ</td>
<td>DISPLAY ONLY – NO INPUT REQUIRED</td>
</tr>
<tr>
<td></td>
<td>Enter the Frequency of the course.</td>
</tr>
<tr>
<td>Nomenclature</td>
<td>DISPLAY ONLY – NO INPUT REQUIRED</td>
</tr>
<tr>
<td></td>
<td>Enter the Course Code Nomenclature.</td>
</tr>
<tr>
<td>Result</td>
<td>DISPLAY ONLY – NO INPUT REQUIRED</td>
</tr>
<tr>
<td></td>
<td>Indicates the status of the transaction attempted.</td>
</tr>
</tbody>
</table>

**Action “I”:** Inquire on employee number

**Required Fields:** Action, Employee Number

**Action “U”:** Allows user to Add or Delete Course Codes from employee record. You must do an Inquiry before you can make changes.

**Required Field:** Action,

**Note:** To do an “A” action (on the bottom) on a line with “Add This?” input the “A” and press “Enter”. If accepted it will go to the next page to display more.

You can use the “D” action on any Course Code not set to a “Y” for Required. It will reject as - Required- if you attempt it. You will see “Done” display under the “Result’ field for either transaction you perform if accepted.

**Action “B”:** Will reset you to Program 9046. You must do an “I” action first.

**Required Field:** Action (At top)
**Action “M”:** Will reset you to **Program 9119**. You must do an “I” action first.

**Required Field:** Action (At top)

**Action “T”:** Will take you back to the top of the report

**Required Field:** Action (At top)

For information about **Program 9092** click on the [ emblem next to the program number.](#)
Program 9118
Course Code Master

Purpose
This program establishes and updated training course code data. Also updates/retrieves information from the M382 Database. Contact HQ AMC Training for adding Course Codes at DSN 779-1791 (Boyd Rinderer), for ANG locations course codes 'updates' refer to MSgt Mimms at 612-8333.

Input Instructions
Once you access the G081 system, select **F9118 Course Code Master** from the Program Listing page. You can also enter **9118** or **F9118** in the **Search** box and click on the magnifying glass. The system will present the screen pictured below.
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong></td>
<td>The Action codes tell G081 what information it must gather to respond to your request. Select an option from the Action drop-down menu or enter it manually.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: There are seven actions. Add, Change and Delete options are restricted to HQ AMC use only. The following are for units use.</td>
</tr>
<tr>
<td></td>
<td>• A - Adding is restricted to HQ AMC only</td>
</tr>
<tr>
<td></td>
<td>• C - Changing is restricted to HQ AMC only</td>
</tr>
<tr>
<td></td>
<td>• D - Delete a course code</td>
</tr>
<tr>
<td></td>
<td>• F - Used for inquiries on nomenclature or course titles</td>
</tr>
<tr>
<td></td>
<td>• I - Used for single course code inquiries</td>
</tr>
<tr>
<td></td>
<td>• R - Used for inquiries by prefix designator</td>
</tr>
<tr>
<td></td>
<td>• S - Used to Scan</td>
</tr>
<tr>
<td><strong>Prefix/Course</strong></td>
<td>This field is for the 4-position alpha/numeric Prefix and the 6-position alpha numeric Course code. This field is left blank if a specific Course Prefix listing is requested. If entering Course Number 000007, you can enter just 7 in the first position. The program will right justify and fill in the 0’s to the left of the 7.</td>
</tr>
<tr>
<td><strong>Key</strong></td>
<td>This field may require a 2-position access code, or Key, which is available through your local G081 Manager.</td>
</tr>
<tr>
<td><strong>Locked</strong></td>
<td>This field is used to restrict update access for some course codes to specific L-Terms. Course codes with a ‘Y’ in this field include Special Certification Roster items (INSP or CERT), or CRSE in the ‘Type’ field. Some QUAL courses may be locked if testing is required. This information is entered by HQ AMC only. Automatically displayed.</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>This field displays the Title of the course code. A maximum of 35-positions are available.</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td>The Frequency field (3-position) identifies how often the training is required. If ‘000’, it is a one-time requirement. An input of ‘012’ indicates an annual requirement.</td>
</tr>
<tr>
<td><strong>FIELD</strong></td>
<td><strong>EXPLANATION</strong></td>
</tr>
<tr>
<td>-----------</td>
<td>----------------</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>This field displays the <strong>Type</strong> training. INSP or CERT are defaults for identifying Special Certification Roster items. Other Types are QUAL or CRSE or INFO.</td>
</tr>
<tr>
<td><strong>Create Date</strong></td>
<td>This field automatically updates when a course code is added by HQ AMC.</td>
</tr>
<tr>
<td><strong>Date Modified</strong></td>
<td>This field automatically updates with the <strong>Date</strong> a course code is modified by HQ AMC.</td>
</tr>
<tr>
<td><strong>Course Length</strong></td>
<td>This field displays the <strong>Course Length</strong>. This field is made up of 2- to 3-position fields. The first course duration will contain the numeric portion of the course length. The second, Duration Units, will contain the abbreviated form of the units describing Months (MTH), Weeks (WKS), Days (Dy) and Hours (Hrs). Therefore the Length of a course could be input as 017 Wks.</td>
</tr>
<tr>
<td><strong>Volumes</strong></td>
<td>This field displays the number of <strong>Volumes</strong> (if applicable).</td>
</tr>
<tr>
<td><strong>Device</strong></td>
<td>The <strong>Device</strong> field allows you to select your output destination. The default option is <strong>S [Scope]</strong> for an on screen view. Select an option from the <strong>Device</strong> drop-down menu or enter it manually.</td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
<td>This field identifies <strong>Prerequisites</strong> for a course code. There are 9 fields for other course code entries (10-positions). They are used to identify the various course codes which are required to be current in order to be qualified in the primary course. This information is entered by HQ AMC only. Automatically displayed. <strong>Note: Prerequisites must be completed first. Otherwise you will not be able to update the course code. It will reject.</strong></td>
</tr>
<tr>
<td><strong>Narrative</strong></td>
<td>There are up to five lines of description of the course (79-positions). The narrative should include who receives the training, how the training is conducted, etc. This field is entered only by HQ AMC when adding or modifying a narrative for a course code. <strong>Note:</strong> When submitting a course code request to HQ AMC, keep in mind the 79-position limitation for the narrative.</td>
</tr>
<tr>
<td><strong>Directive</strong></td>
<td>This 50-position field displays the governing <strong>Directive(s)</strong> which establish the requirement for the course.</td>
</tr>
<tr>
<td>FIELD</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>IMDS Course Code</td>
<td>This field displays the corresponding Air Force Integrated Maintenance Data Information System (IMDS) course code (if there is one). This field is entered and used by HQ AMC.</td>
</tr>
</tbody>
</table>

**Action ‘A’ - Add:**
The ‘A’ Action is used to add course codes to the G081 database. These codes are restricted to specific terminals. All known information should be entered to properly identify the course. This is done by HQ AMC only.

**Required Fields:**
CRS-CD-PFX and STD-CRS-CD

**Action ‘C’ - Change:**
The ‘C’ Action is used to change course codes in the G081 database. These codes are restricted to specific terminals. This is done by HQ AMC only.

**For Action ‘C’:**
1. First perform an Action ‘I’ to call up the record to be changed.
2. If an error occurs in the CRS-CD-PFX or STD-CRS-CD, the record cannot be changed. It must be deleted and re-added.
3. To change a record, enter the desired information, leave blank if no change is required, or enter ‘X’s’ in the field be blanked.
4. If incorrect entries are made, rejects will occur to indicate which fields are in error.

**Required Fields:**
CRS-CD-PFX and STD-CRS-CD

**Action ‘F’ - Find by Nomenclature Title:**
The ‘F’ Action is used to find course codes by the nomenclature title. Enter from 1 to 35 characters which will be searched. Program searches Directive, Title and Narrative for match and returns the results.

**Required Fields:**
Title

**Action ‘N’**
All courses with the specified CRS-CD-PFX will be listed with narrative. See Program 8094 Help Screen (Option 18) to run a completed Course Code listing in G081.

**Required Fields:**
CRS-CD-PFX
**Action ‘I’ - Inquiry:**
The ‘I’ Action is used to inquire information with a known course code. This code displays all course information for once course.

**Required Fields:**
CRS-CD-PFX and STD-CRS-CD

**Action ‘R’ – Report by Prefix:**
The ‘R’ Action is used find all courses with the same prefix in the G081 database. There are two required entries. This code allows inquiry by Course Code Prefix. All courses with the specified CRS-CD-PFX will be listed on the scope. ‘P’ in device will send data to the printer. If a list of all course codes is needed, use **Batch Program 67094 via 9145R input screen.**

**Required Fields:**
CTS-CD-PFX for List by Prefix

**Action ‘S’ – Scan:**
The ‘S’ Action is used to display the next sequential course code greater than course code that is entered.

**Required Fields:**
None. Spaces in CRS-CD-PFX and STD-CRS-CD will retrieve first course.

**Notes:**

1. **Print Option:** If a printed output is required, place a ‘P’ in the Device field. To print data from the scope, you will need to contact your G081 Office. This action will depend on the type of keyboard you have.

2. **Input Requirements:** All courses which are required for training must be input using this program. Reject messages will indicate if the user is inputting incorrect information (Example: Alpha characters where numeric are required).

3. **Left Justified Inputs:** When inputting or recalling data, the STD-CRS-CD may be left justified (Example: If the Course Number is 000007, enter 7 in the first position. The program will right justify the data and add zeros to the left of the first digit input, displaying 000007). This makes inputs and retrievals.

For information about **Program 9118** click on the ![Question Mark](https://example.com/question-mark-icon.png) next to the program number.
Program 9118T
Shop Course Code Requirements

Purpose
This program establishes and updated training course code requirements. Can be loaded for all or a specific AFSC. Updates/retrieves info from M376S19.

Input Instructions
Once you access the G081 system, select **F9118T Shop Course Code Requirements** from the Program Listing page. You can also enter **9118T** or **F9118T** in the **Search** box and click on the magnifying glass. The system will present the screen pictured below.

Program 9118T Screen
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>The <strong>Action</strong> codes tell G081 what information it must gather to respond to your request. Select an option from the <strong>Action</strong> drop-down menu or enter it manually.</td>
</tr>
<tr>
<td></td>
<td>• I – Inquire on the course codes loaded to a Shop Dummy/Template or use “Base and Course Code” to list all templates for a given course (Updates can be made in the lower section of the screen)</td>
</tr>
<tr>
<td></td>
<td>• C – Copy the course codes loaded from one shop’s Dummy/Template to another shop’s Dummy/Template.</td>
</tr>
<tr>
<td></td>
<td>• U – Update the required course codes for a shop</td>
</tr>
<tr>
<td></td>
<td>• R – Lists all the shop course code requirements loaded</td>
</tr>
<tr>
<td></td>
<td>• T – Return to Top</td>
</tr>
<tr>
<td>Base</td>
<td>Enter the 4-position Geoloc <strong>Base</strong> code. Select an option from the <strong>Base Code</strong> icon or enter it manually.</td>
</tr>
<tr>
<td>Shop</td>
<td>Enter the <strong>Shop</strong> mnemonic at the base in this field.</td>
</tr>
<tr>
<td>Template</td>
<td>Enter the Dummy <strong>Template</strong> record loaded to the Base/Shop entered. Valid Dummy/Template records are: “<strong>TRAIN</strong>”, “<strong>MOBIL</strong>”, a skill specific or generic condensed 5-position <strong>AFSC</strong> (Example: 2R051-specific or 2R0X1-generic)</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: The old Dummy records of AFRES, AFR**, ANGRD, ANG*, TRA**, MOB** are no longer valid/used. ‘<strong>TRAIN</strong>’ is for all bases, regardless if they’re ANG or RES. You can specify the MIL/CIV code this course is for. Instead of <strong>TRA</strong>, <strong>ANG</strong>, <strong>AFR</strong>, <strong>MOB</strong> with a specific AFSC the Dummy/Template record is just the AFSC and then you specify the MIL/CIV code the course is for.</td>
</tr>
<tr>
<td>Prefix</td>
<td>This field is for the 4-position alpha/numeric <strong>Prefix</strong>. This field is left blank if a specific Course Prefix listing is requested. If entering course number 000007, you can enter just 7 in the first position. The program will right justify and fill in the 0’s to the left of the 7.</td>
</tr>
<tr>
<td>FIELD</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Course</td>
<td>This field is for the 6-position alpha numeric <strong>Course</strong> code. If entering course number 000007, you can enter just 7 in the first position. The program will right justify and fill in the 0’s to the left of the 7.</td>
</tr>
<tr>
<td>Device</td>
<td>The <strong>Device</strong> field allows you to select your output destination. Select an option from the <strong>Device</strong> drop-down menu or enter it manually.</td>
</tr>
<tr>
<td>Copy To Base:</td>
<td>Enter the 4-position <strong>Base</strong> code that you want to <strong>Copy</strong> requirements to. Select an option from the <strong>Copy To Base</strong> icon or enter it manually.</td>
</tr>
<tr>
<td>Copy To Shop</td>
<td>Enter a <strong>Shop</strong> that you want to <strong>Copy</strong> to in this field.</td>
</tr>
<tr>
<td>Copy to Template:</td>
<td>Enter the <strong>Template</strong> you want to <strong>Copy</strong> to in this field.</td>
</tr>
</tbody>
</table>

**Bottom Fields**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>Enter the <strong>Action</strong> you want to do in this field. Select an option from the <strong>Action</strong> drop-down menu or enter it manually.</td>
</tr>
<tr>
<td>Base</td>
<td>Enter the 4-position <strong>Base</strong> code in this field.</td>
</tr>
<tr>
<td>Shop</td>
<td>Enter a valid <strong>Shop</strong> mnemonic or $$ALL (for adding, deleting a course to all templates) in this field.</td>
</tr>
<tr>
<td>AFSC</td>
<td>Enter the 7-position alpha/numeric combination number in this field.</td>
</tr>
<tr>
<td>M</td>
<td>Enter active duty <strong>military</strong> in this field.</td>
</tr>
<tr>
<td>C</td>
<td>Enter <strong>civilian</strong> in this field.</td>
</tr>
<tr>
<td>T</td>
<td>Enter <strong>technicians</strong> in this field.</td>
</tr>
<tr>
<td>G</td>
<td>Enter <strong>guardsman</strong> in this field.</td>
</tr>
<tr>
<td>A</td>
<td>Enter <strong>ART</strong> in this field.</td>
</tr>
<tr>
<td>FIELD</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>R</td>
<td>Enter <em>reservist</em> in this field.</td>
</tr>
<tr>
<td>Prefix</td>
<td>Enter the <em>Prefix</em> (maximum of 4-position alpha/numeric code) in this field.</td>
</tr>
<tr>
<td>Course</td>
<td>Enter the <em>Course</em> (6-position alpha/numeric code) in this field.</td>
</tr>
<tr>
<td>Messages</td>
<td>Enter any <em>Messages</em> in this field.</td>
</tr>
</tbody>
</table>

For information about **Program 9118T** click on the  next to the program number.
Program 9119
Personnel Training Update

Purpose
This program is used to establish and update individual’s personnel training records. It is also used to establish and update a shop’s master training requirements record (work center’s nomenclature). Various report outputs are also available.

Input Instructions
Once you access the G081 system, select F9119 Personnel Training Update from the Program Listing page. You can also enter 9119 or F9119 in the Search box and click on the magnifying glass. The system will present the screen pictured below.

Program 9119 Screen
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trans</td>
<td>The <strong>Transaction</strong> codes tell G081 what information it must gather to respond to your request. (Some Screen Shots Below) Select a <strong>Transaction</strong> from the drop down menu or enter it manually.</td>
</tr>
<tr>
<td></td>
<td>• <strong>A</strong> - Add a training record to 1 or 30 employees. When updating more than one employee in different ships leave the shop field blank</td>
</tr>
<tr>
<td></td>
<td>• <strong>C</strong> – Change info on a course for employee number entered</td>
</tr>
<tr>
<td></td>
<td>• <strong>D</strong> - Delete a course loaded to employee number entered</td>
</tr>
<tr>
<td></td>
<td>• <strong>I</strong> - Inquire on an individual’s due/completion dates for a course code</td>
</tr>
<tr>
<td></td>
<td>• <strong>G</strong> - To decertify an individual on a course code. TNG-CW-DATE will be entered and is entered as the “DCERT” date</td>
</tr>
<tr>
<td></td>
<td>• <strong>R</strong> - Report on the courses loaded to one employee number</td>
</tr>
<tr>
<td></td>
<td>• <strong>B</strong> – Reset to <strong>Program 9030</strong></td>
</tr>
<tr>
<td></td>
<td>• <strong>S</strong> – Reset to <strong>Program 9092</strong> to view employee training course update screen</td>
</tr>
<tr>
<td></td>
<td>• <strong>T</strong> – Transfers shop requirements to an employee’s course records</td>
</tr>
<tr>
<td></td>
<td>• <strong>M</strong> – Transfer Mobility training requirements to a person or person(s)</td>
</tr>
<tr>
<td></td>
<td>• <strong>Y</strong> - Copy 1 employee requirements to another employee requirements in same shop</td>
</tr>
<tr>
<td></td>
<td>• <strong>1</strong> - All status of a course code for given shop (Mil/Civ)</td>
</tr>
<tr>
<td></td>
<td>• <strong>2</strong> - All status of a course code for given shop (ART/Reserve)</td>
</tr>
<tr>
<td></td>
<td>• <strong>3</strong> - All status of a course code for given shop (Tech/ANG)</td>
</tr>
<tr>
<td>Base Code</td>
<td>This is the 4-position <strong>Base</strong> code. If left blank, G081 will default to your home <strong>Base</strong>. Select an option from the menu by clicking the <strong>Base</strong> icon or enter it manually.</td>
</tr>
<tr>
<td>Prefix/</td>
<td>Enter the 3- to 4-position <strong>Course Prefix</strong> and 6-position <strong>Course Code</strong> in this field. * If the prefix is less than four digits you will be required to tab or press the space bar after the last character of the prefix has been entered. The course code is a 6-position field. Only the actual course code number is required to be entered. <strong>Remember the program assumes zeros left of your entry.</strong> *</td>
</tr>
<tr>
<td>Course Code</td>
<td></td>
</tr>
<tr>
<td>FIELD</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Key</td>
<td>A 2-position access code, or Key, may be required to process this program. Key codes are available through your local G081 Manager.</td>
</tr>
<tr>
<td>Status</td>
<td>DISPLAY ONLY – NO INPUT REQUIRED</td>
</tr>
<tr>
<td></td>
<td>Automatically filled in (when applicable).</td>
</tr>
<tr>
<td>Shop</td>
<td>Enter the Shop mnemonic in this field. For a valid list of Shop mnemonics for your base, process Program 9045 or contact your G081 Manager.</td>
</tr>
<tr>
<td>Locked</td>
<td>Automatically filled in (when applicable).</td>
</tr>
<tr>
<td>Print</td>
<td>Leave unchecked for report to display on screen only. Check to Print report on designated printer.</td>
</tr>
<tr>
<td>Training Due Date</td>
<td>Enter the Training Due Date in this field.</td>
</tr>
<tr>
<td>Training C/W Date</td>
<td>Enter the Training Complied With Date in this field. Enter the actual date in the MMMYY format that the course training was actually completed on.</td>
</tr>
<tr>
<td>Emp Num</td>
<td>Enter the Employee Number in this field.</td>
</tr>
<tr>
<td>Message Legend</td>
<td>Enter any Messages in this field.</td>
</tr>
</tbody>
</table>

**Transaction ‘A’ - Add:**
The ‘A’ Transaction is used to add a specific course code to an individual record or up to 30 records in the same shop. When updating more than one employee in different shops leave the shop field blank.

**Required Fields:**

Transaction, Prefix and Course Code (Remember this is 2 separate fields. The Prefix is 4-positions and the Course Code is 6. If your prefix is only 3-positions, tab or space to the course code), Employee number (1-30 inputs).

**Optional Fields:**
Training C/W Date and Shop

**Information Field:**
Training Due Date

Transaction ‘C’ - Change:
This action is used to update one course record’s information for one employee. Once the record is loaded, the only part that can be changed is the Training Complied With Date. You can change the date to establish a more “Current” date. Also used to show qualification after a “DCERT” action.

Required Fields:

Transaction, Prefix and Course Code (Remember this is 2 separate fields. The Prefix is 4-positions and the Course Code is 6. If your prefix is only 3-positions, tab or space to the course code), Employee Number (1-30 inputs), Training Complied With Date.

Note:
If the change didn’t process there will be a letter in from of the Employee Number field. The reason for the error is as follows:

- N – Employee number with N is not in Program 9046
- M – Employee number M doesn’t have this course loaded
- S – Has scheduled date in record did not update
- C – Course has a prerequisites that must be complied with first
- D – Course is already loaded to employee number

Transaction ‘D’ - Delete:
This action is used to delete an established course from one employee’s record.

Required Fields:

Transaction, Prefix and Course Code (Remember this is 2 separate fields. The Prefix is 4-positions and the Course Code is 6. If your prefix is only 3-positions tab or space to the course code), Employee Number (1-30 inputs)

Transaction ‘G’ - Decertify:
This transaction is used to decertify one employee on a specific course.

Required Fields:

Transaction, Prefix and Course Code (Remember this is 2 separate fields. The Prefix is 4-positions and the Course Code is 6. If your prefix is only 3-positions tab or space to the course code), Training C/W Date (date of decertification), and Employee Number (1-30 inputs).
**Transaction ‘I’ - Inquiry:**
This transaction is used to inquire on an individual’s due/completion dates for a specific course code. There are four required fields.

**Required Fields:**

*Transaction, Base, Prefix and Course Code* ((Remember this is 2 separate fields. The Prefix is 4-positions and the Course Code is 6. If your prefix is only 3-positions tab or space to the course code), and *Employee Number* (1 input only).

**Transaction ‘M’ – Mobility:**
This transaction is used to copy the shop requirements for those on mobility.

**Required Fields:**

*Transaction, Shop, Employee Number* (1-30 inputs)

**Transaction ‘R’ – Individual Training Update (s):**
This transaction is used to obtain a scope or printed report of all courses and status for employee.

**Required Fields:**

*Transaction, Employee Number* (1-30 inputs)

**Transaction 1, 2, &3- Course Status Inquiry:**
This action provides the status of a course code for given shop. There are four mandatory entries.

**Required Fields:**

*Transaction, Base, Shop, Prefix and Course Code* (Remember this is 2 separate fields. The Prefix is 4-positions and the Course Code is 6. If your prefix is only 3-positions, tab or space to the Course Code).

**Transaction ‘T’**
This transaction is used copy the shop’s requirements M379S13 records to an employee course records M374S13.
**Required Fields:**

**Transaction, Base Code, Shop, and Employee Number** (1-30 employee numbers can be entered from that base & shop or leave blank to copy from the shop template. If you're copying from a Dummy man number you must ensure the Dummy record is loaded for his shop in Program 9188T)

**Note:** When adding an FTD course or course code with Frequency = 0 user can enter the TNG-DUE-DATE or you can add FTD without TNG-DUE-DATE and the status will be ‘AWFTD’. If you enter a TNG-DUE status of UNQAL or OVDUE, enter the TNG-CW Date and space TNG-DUE status is QUAL. You can have only 1 date. You will get an error message if it is wrong.

**Transaction ‘S’**
This transaction can be used to go to **Program 9092** from Program 9119 first or can be used to return to **Program 9092** when a reset from that screen was.

**Transaction ‘Y’**
Copies all courses M374S13 records from one employee and moves the C/W dates, Due Dates, Rcd status code, etc., from the input.

For information about **Program 9119** click on the 🤔 next to the program number.
CHAPTER 4

Batch Programs
Batch Programs

Batch programs are 67XXX series programs which provide you with specific data based on the fields you enter using Programs 9058 and 9029. Your local G081 Manager will initially set up your batch programs and then grant you access to process most of your own batch reports.

Why Can't I Just Process The Report Back To My Screen?

Because the reports that are generated contain vast amounts of data, the output is typically too large to be displayed on your screen. The output is generated to your designated printer, or you may save the output to a disk.

What Will This Chapter Do For Me?

There are many different batch programs, several of which may provide data necessary to do your job. This chapter will show you what batch programs are normally processed to assist you in accomplishing your duties, as well as some others that have been identified as commonly used batch programs to consider for your use.

Processing Batch Programs

The local G081 Manager will initially set up the batch programs for you. If you need to update or change the input fields, you can do so by accessing Program 9058. Program 9058 will display all batch or FOCUS jobs that are loaded to your shop. If you determine you need to update the fields, Program 9058 will automatically pass you to Program 9029, which will allow you to update the card columns. The following pages provide information on how to use Program 9058 to update and process your batch programs.
Program 9058/9029
Shop Batch Job/FOCUS Report Update and Execution

Purpose
These programs are used to execute and update the Job Control Language (JCL) for Batch jobs and FOCUS reports. The output is sent to your destination printer or disk file. Program 9058 displays all Batch jobs and FOCUS reports for your work center and Program 9029 is used to update the Batch jobs and FOCUS reports.

Input Instructions
Once you access the G081 system, select F9058 Shop Batch Job Execution from the Program Listing page. You can also enter 9058 or F9058 in the Search box and click on the magnifying glass. The system will present the screen pictured below.
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base</td>
<td>This is the 4-position <strong>Base</strong> code. If left <strong>Blank</strong>, G081 will default to your <strong>base</strong>. Select an option from the menu by clicking the <strong>Base</strong> icon or enter it manually.</td>
</tr>
<tr>
<td>Shop</td>
<td>This is the mnemonic of the <strong>Shop</strong> for the batch products being processed. If left <strong>Blank</strong>, G081 will default to your shop.</td>
</tr>
<tr>
<td>Scan List</td>
<td>This field is left <strong>Blank</strong> for normal processing. Selecting ‘<strong>Y</strong>’ will display a menu of jobs, but no executions or updates will be allowed. Selecting ‘<strong>P</strong>’ will print the entire list to the users default printer. Select an option from the <strong>Scan List</strong> drop-down menu or enter it manually.</td>
</tr>
<tr>
<td>Alternate Printer</td>
<td>When Batch/FOCUS programs are created, a default G081 <strong>printer</strong> destination is assigned. If you want to process a Batch/FOCUS program to a different location, input the desired G081 Printer ID in the <strong>Alternate Printer</strong> field. This will bypass the <strong>printer</strong> specified in the <strong>Dest</strong> field on <strong>Program 9029</strong>. <strong>Note:</strong> If the <strong>Dest</strong> field is <strong>Blank</strong> on <strong>Program 9029</strong>, you must always put a valid G081 Printer ID in the <strong>Alternate Printer</strong> field in order for the job to run.</td>
</tr>
</tbody>
</table>

**Note:** Pressing **Enter** or **Submit** without inputting any information in the fields will produce a menu of job names that you can update/execute for your **Base** and **Shop**.
Program 9058 Output Screen

<table>
<thead>
<tr>
<th>Action</th>
<th>Item</th>
<th>Job</th>
<th>Group</th>
<th>Disp.</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD5A</td>
<td>BIOE-CPU</td>
<td>001</td>
<td>NO</td>
<td>TOP 50 CPU BY JOBS CLASS MOST RECENT 7 DAYS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>DAILYDT</td>
<td>001</td>
<td>YES</td>
<td>DT REPORT FROM MDC (ONLY JOBS WHICH HAVE MDC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>EQUIPST</td>
<td>001</td>
<td>YES</td>
<td>EQUIPMENT LISTING - PETERSON AFB Reserve</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>F-QRL</td>
<td>001</td>
<td>NO</td>
<td>QTPT BY QRL#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FAGE-ACC</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP (SUPP 8Q &amp; 3Q97AG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FAGE-AGE</td>
<td>001</td>
<td>YES</td>
<td>&quot;AGE&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FAGE-ALL</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP (SUPP 8Q &amp; 3Q97AG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FAGE-AYN</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP (SUPP 8Q &amp; 3Q97AG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FAGE-ENG</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP (SUPP 8Q &amp; 3Q97AG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FAGE-FAB</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP (SUPP 8Q &amp; 3Q97AG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FAGE-FLI</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP (SUPP 8Q &amp; 3Q97AG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FAGE-HYD</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP (SUPP 8Q &amp; 3Q97AG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FAGE-MNT</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP (SUPP 8Q &amp; 3Q97AG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FAGE-MTE</td>
<td>001</td>
<td>YES</td>
<td>&quot;AGE&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FAGE-MUN</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP (SUPP 8Q &amp; 3Q97AG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FAGE-NDE</td>
<td>001</td>
<td>NO</td>
<td>PREVIOUS DAY MDC BY EMP (SUPP 8Q &amp; 3Q97AG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FCANN</td>
<td>001</td>
<td>YES</td>
<td>MONTHLY CANNIBILIZATION DISCREPANCY REPORT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FCANDIAL</td>
<td>001</td>
<td>YES</td>
<td>DAILY CANNIBILIZATION DISCREPANCY REPORT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FCHRS</td>
<td>001</td>
<td>YES</td>
<td>DIRECT LABOR HOURS BY SHOP BY ART, AD &amp; RESERVE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FDEBREF</td>
<td>001</td>
<td>YES</td>
<td>DEBREF DETAIL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FDOG</td>
<td>001</td>
<td>YES</td>
<td>MDC DATA INTEGRITY DETAIL REPORT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FDGALL</td>
<td>001</td>
<td>YES</td>
<td>DATA INTEGRITY REPORT FOR SUPP EQP &amp; 3Q97AG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD5A</td>
<td>FEGANN</td>
<td>001</td>
<td>NO</td>
<td>ENGINE CANN REPORT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIELD</td>
<td>EXPLANATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Action | The **Action** tells G081 what type of transaction you want to process.  
Click the **Printer** icon to execute the report.  
Click the **Notepad** icon to update/edit the report before executing it. When you select the **notepad** icon, you will be passed through to **Program 9029** to review, make updates and/or execute the report.  
**Note:** Not all Batch/FOCUS reports are updateable. This access is built within the report by your local G081 Manager. Contact them if you have any questions. |

The Below Fields Are Display Only

This information can only be updated via **Program 9029** by your local G081 Manager

<table>
<thead>
<tr>
<th>Shop</th>
<th>This is usually the mnemonic of the <strong>Shop</strong> for the batch products being processed. However, this can be any 1-5 character identifier as determined by the G081 Manager or the person who requested the report.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job</td>
<td>This field shows the name of the Batch/FOCUS report. The name can be 1-8 characters long and is determined by the G081 Manager or the person who requested the report.</td>
</tr>
<tr>
<td>Copies</td>
<td>The number of copies produced when the report is executed will be shown in this field. Typically, it will be ‘001’ but up to 255 copies can be produced in a single execution.</td>
</tr>
<tr>
<td>Update</td>
<td>This identifies whether or not the Batch/FOCUS can be <strong>Updated</strong> by users via <strong>Program 9058</strong>. If this field displays ‘NO’, you will not have a <strong>Notepad</strong> icon in the <strong>Action</strong> field and must contact your local G081 Manager to make changes to the report.</td>
</tr>
<tr>
<td>Description</td>
<td>Provides a more detailed <strong>Description</strong> of the report.</td>
</tr>
<tr>
<td>Result</td>
<td>Once you have executed the report, this field will display a green ‘✓’ if it processed successfully or a red ‘X’ if it did not.</td>
</tr>
</tbody>
</table>

For information about **Program 9058** click on the icon next to the program number.
**Input Instructions**

When you click on the Notepad icon the Program 9058 report list, it will pass you to Program 9029. As shown in the following pages, this is where you will make any required/allowed updates to process the Batch/FOCUS report. Rows available for update are identified with an asterisk (*) in Column 79; non-updateable rows will be greyed-out. Click in the row to edit the field. You must contact your G081 Manager to request changes to rows that have not been identified for user update.

**Program 9029 Screen**

![Program 9029 Screen](image-url)
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIELD EXPLANATION</strong></td>
<td>Only those fields that are accessible via the Program 9058 pass-thru will be covered in this section</td>
</tr>
<tr>
<td><strong>Action</strong></td>
<td>The <strong>Action</strong> tells G081 what type of transaction you want to process. When accessing Program 9029 from Program 9058, the only actions allowed are:</td>
</tr>
<tr>
<td></td>
<td>- <strong>E</strong> – Submit job for processing</td>
</tr>
<tr>
<td></td>
<td>- <strong>R</strong> – Reset to Program 9058</td>
</tr>
<tr>
<td></td>
<td>- <strong>U</strong> – Update the lower part of the screen</td>
</tr>
<tr>
<td></td>
<td>Select an option from the <strong>Action</strong> drop-down menu or enter it manually.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: If <strong>Action</strong> is left <strong>Blank</strong>, changes will not be saved and the screen will reset to the original data.</td>
</tr>
<tr>
<td><strong>Dest</strong></td>
<td>Must be a valid G081 printer ID. If left <strong>Blank</strong>, the output will default to the printer shown in the <strong>Org</strong> field.</td>
</tr>
<tr>
<td><strong>Forms</strong></td>
<td>Only used to request duplex printing. Ensure that the identified output G081 printer has duplex capability.</td>
</tr>
<tr>
<td></td>
<td>Input ‘<strong>DUPX</strong>’ to use this feature and ‘--------’ (fill the entire field) to clear the request.</td>
</tr>
<tr>
<td><strong>Copies</strong></td>
<td>This 3-position numeric field is used to request the number of printed products the user requires. Numbers between 001 and 255 are allowable. If left <strong>Blank</strong>, the field will default to 001 copy.</td>
</tr>
<tr>
<td><strong>Change the input fields or card columns</strong></td>
<td>To make updates/changes to allowable fields:</td>
</tr>
<tr>
<td></td>
<td>7) Scroll down to the row</td>
</tr>
<tr>
<td></td>
<td>8) Click in the row to open it for update</td>
</tr>
<tr>
<td></td>
<td>9) Over-type the data you need to change/update</td>
</tr>
<tr>
<td></td>
<td>10) Verify your changes/updates and ensure there is a ‘<strong>U</strong>’ in the <strong>Action</strong> field</td>
</tr>
<tr>
<td></td>
<td>11) Click <strong>Submit</strong> to save changes/updates</td>
</tr>
<tr>
<td></td>
<td>12) Verify Batch/FOCUS update was successful, then input an ‘<strong>E</strong>’ in the <strong>Action</strong> field to process the job.</td>
</tr>
</tbody>
</table>
Making Updates:

3. Identify which line(s) of input can be updated by looking for the asterisk in Column 79.

4. Using the Steps 1-5 specified on the previous page under 'Change the input fields or card columns', change the requested data for the report, as needed.

Notes:

a. The insert feature should be OFF. You want to over-type the old data with the new to ensure you do not move the asterisk from Column 79.

b. If the asterisks is moved or deleted, you will no longer be able to make updates to that line. Only the G081 Manager can fix this field if altered.

c. BEFORE processing the 'U' Action to update the report, always double check that the asterisks is still located in Column 79. If it is not, leave the Action field blank and hit Submit to reset everything. Then, re-input your updates.
Reviewing Updates and Processing Report:

3. Once you have processed the ‘U’ action, in the status line at the bottom of the screen, you should see the message ‘UPDATE ACCEPTED’.
   a. If the update was unsuccessful, you will receive an ERROR MESSAGE
   b. Make any necessary corrections and re-process the report
   c. If you continue to experience issues, contact your local G081 Manager for assistance

4. Review your changes to be sure everything is correct and then submit the job for processing by selecting ‘E’ for the Action and click Submit.
Report Processed:

2. In the status line you should see the message ‘JOB SUBMITTED FOR EXECUTION’.

Notes:

1. You will not receive any messages detailing whether or not the report processed successfully.

2. In general, depending on the size of the requested product, the report should be on your printer or in the disk file 5-15 minutes after execution.

3. If you have received no error messages when updating or executing the report, and are not receiving the product, contact your local G081 Manager. They can check to see if there is a backlog or if the report was in error.

For information about Program 9029 click on the next to the program number.
Program 67069
Alpha Rosters

Purpose
The purpose of this program is to provide a list of all employees by shop, rank, and shift. Totals are also calculated at the end of each shop, rank, shift and the end of the report.

Note: The Squadron option has been removed.

Input Instructions
The fields you will be inputting are listed below. The Data Entry Fields which follow provide you with a field-by-field description of the entries needed to complete the task.

67069 Batch Screen
There are two different **Report Types** available.

Enter one of the following options:

- **A** for Alpha roster
- **B** for AFSC manpower authorized/assigned report

**2 - 5**

This is the 4-position **Base Code**. A list of **Base Codes** can be found in **Program 8007**.

**6 - 10**

This is the 5-position **Work Center** number or **Work Center** mnemonic. This is used if you wanted to process the report for a specific **Work Center**. If left blank, all **Work Centers** will be listed.
The **Sort Option** field allows you to select how you want your output **Sorted**. There are 23 different **Sort Options** available. See the Help Screen for more information.

- **1** - Sorts in name order and totals at the end
- **2** - Sorts in shop and name order and totals after each shop and at the end
- **3** - Sorts in squadron shop name order and totals after each squadron after each shop and at the end
- **4** - Sorts in employee number order and totals at the end
- **5** - Sorts in shop employee number order and totals after each shop and at the end
- **6** - Sorts in squadron shop employee number order and totals after each squadron after each shop and at the end
- **7** - Sorts in squadron PAFSC name order and totals after each PAFSC and at end
- **8** - Sorts in squadron DAFSC name order and totals after each DAFSC and at end
- **9** - Sorts in squadron CAFSC name order and totals after each CAFSC and at end
- **0** - Sorts in squadron rank (descend) name and totals after each squadron and after each rank
- **A** - Sorts in squadron position number name order and totals after squadron and at the end
- **B** - Sorts in shop shift name with totals after shift and after shop
- **C** - Sorts in shop shift employee number and totals after shift and after shop
- **D** - Sorts in shop shift rank and totals after rank after shift and after shop
- **E** - Sorts by squadron, arrival date and totals. After a change in squadron this option forces the arrival date to print in the last column
- **F** - Sorts by squadron (ascending), departure (descending) and totals after change in squadron. This option forces the departure date to print in the last column
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
</table>
| 11 (Cont) | • **G** - Sorts by squadron, passport and totals after a change in squadron. This option forces the passport field to print in the last column  
• **J** - Sorts by rank and DAFSC and totals when rank changes  
• **K** - Sorts by work center, CAFSC, rank and name and totals and page ejects when work center changes  
• **L** - Sorts by CAFSC and rank ascending order and totals when CAFSC changes  
• **M** - Sorts by DAFSC and rank ascending order and totals when DAFSC changes  
  
**For B Option Only**  
• **H** - Sort in work center, mnemonic and AFSC with a page eject after a change in squadron  
• **I** - Sort in mnemonic and AFSC with no ejects |

| 12 | If you are interested in a report which lists only **Certified Mechanics**. If left blank, all employees will be listed.  
**Note**: Leave Start and End work centers blank if all work center are desired. |

| 13 - 17 | If interested in a report for a group of **Work Centers**, enter a 5-position **Starting Work Center**. Leave blank to start with the first record. |

| 18 - 22 | If you entered a starting work center, enter an **End Work Center**. Leave blank to end with the last record.  
**Note**: Information past this point is not used by the 'B' option. Use spaces to fill out the rest of the input card. |
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
</table>
| 23 - 27 | If interested in displaying certain types of personnel, enter the **Military-Civilian Indicator**. You may input from 1-5 **Indicators** in any combination or order. Enter one or more of the following options:  
- **A** for Air Reserve Technician (ART)  
- **C** for civilian  
- **G** for Air National Guard (ANG)  
- **M** for active duty military  
- **R** for Air Force Reservist  
- **T** for technician |
<p>| 28 - 30 | To <strong>Exclude</strong> a Labor <strong>Code</strong> from displaying on the report, enter the <strong>Labor Code</strong>. You may also enter <strong>INB</strong> to produce a report containing only those individuals that are in an <strong>Inbound</strong> status. |
| 31 - 33 | To <strong>Exclude</strong> a <strong>Second</strong> Labor <strong>Code</strong> from displaying on the report, enter the <strong>Labor Code</strong>. |
| 34 - 46 | To <strong>Exclude</strong> a <strong>Third</strong> Labor <strong>Code</strong> from displaying on the report, enter the <strong>Labor Code</strong>. |
| 37 - 39 | To <strong>Exclude</strong> a <strong>Fourth</strong> Labor <strong>Code</strong> from displaying on the report, enter the <strong>Labor Code</strong>. |
| 47 - 53 | If interested in displaying only one <strong>Air Force Specialty Code (AFSC)</strong>, enter the 7-position <strong>AFSC</strong>. An X may be used in the skill-level of the <strong>AFSC</strong> to <strong>Select</strong> all levels in the <strong>AFSC</strong>. Remember, if there is not an <strong>AFSC</strong> prefix, leave column 47 blank and enter the <strong>AFSC</strong> beginning in column 48. |</p>
<table>
<thead>
<tr>
<th>FIELD</th>
<th>EXPLANATION</th>
</tr>
</thead>
</table>
| 54    | If you entered an **Air Force Specialty Code (AFSC)**, you may enter an **AFSC Indicator**. The **AFSC Indicator** is used to **Select** personnel by Controlled, Duty, or Primary **AFSC**. Enter one of the following options:  
- **C** for Controlled AFSC  
- **D** for Duty AFSC  
- **P** for Primary AFSC  
Leave blank if no specific AFSC is being selected. |
| 55 - 57 | The **Rank Option** field is used if you would like to limit your output to a specific **Rank**. Leave blank to include all ranks. |
| 58 - 60 | The **Last Column Option** is used to display certain information or statuses that are loaded against employees. Enter one of the following options:  
- **ARR** to display the on-base arrival date for the employee  
- **DEP** to display the departure date for the employee  
- **PAS** to display whether or not the employee has a passport  
- **SEI** to display Special Experience Identifier (SEI) codes assigned to the employee  
- Leave **Blank** for the aircraft in the last column of the output |
| **Heading Skip Option** | This option does not work. |
| 62    | Enter ‘Y’ to **Display User ID** as loaded in the employees 9046 record. Default is space and does not show the User ID. If you have a ‘Y’ here it will ignore what you have in columns **58-60**. |
For information about **Program 67069** click on the 📩 next to the program number.
Glossary

Terms and Abbreviations
Glossary of Terms and Abbreviations

This appendix provides definitions and explanations of terms, abbreviations, and data elements used in G081. All terms and abbreviations are listed in alpha sequence.

• **A/C**
  – Aircraft

• **A/C SERID**
  – Refers to either the aircraft serial number or the aircraft identification number.

• **ABEND**
  – Abnormal end, program fails before completion.

• **ACARS**
  – Air Comm Address Reporting System

• **ACC**
  – Accomplished

• **ACCESS KEY**
  – A code controlled by the local G081 Manager that is used to process certain programs or program options.

• **Accomplishing Base**
  – A 4-position base code used to identify a geographic location of the base where the in-flight discrepancy was repaired or signed off if other than home station.

• **ACFT**
  – Aircraft

• **ACFT HRS**
  – Total airframe hours.

• **ACMS**
  – Aircraft Configuration Management System

• **ACARS**
  – Air Command Address Reporting System

• **ACTION TAKEN CODE**
  – Action taken codes, when used in conjunction with Work Unit Codes, How Malfunction Codes, and When Discovered Codes, identify a complete unit of work or a maintenance task or action. This is the action performed while repairing the aircraft or component. Action Taken Codes are standard for all equipment and are listed in T.O. 00-20-2 and in the appropriate -6 manual for your Mission Design Series (MDS).
• **ACTN**
  – See Action Taken Code

• **ADS**
  – Aircraft Defensive Systems

• **AFI**
  – Air Force Instruction

• **AFRC**
  – Air Force Reserve Command

• **AFTO**
  – Air Force Technical Order

• **AFTO Form 349 - Maintenance Data Collection Record**
  – This form is used to document Maintenance Data Collection (MDC) for discrepancies. I.E. labor-hours, crew size, type labor, corrective action, etc.

• **AFTO Form 781 - AFORMS Aircrew/Mission Flight Data Document**
  – This form is used by the aircrew to document all flight and mission information.

• **AFTO Form 781A - Maintenance Discrepancy and Work Document**
  – This form is used to document each discrepancy discovered by aircrew or maintenance personnel except for discrepancies resulting from battle damage.

• **AFTO Form 781D - Calendar and Hourly Item Inspection Document**
  – This form is used to provide listings of calendar and hourly inspection items peculiar to the aerospace vehicle or equipment for which space is not available in block G of the AFTO Form 781K.

• **AFTO Form 781F - Aerospace Vehicle Flight Report and Maintenance Document**
  – This form serves as identification for the binder for a particular aircraft and as a source document for obtaining billing information for fuel and oil issue.

• **AFTO Form 781H - Aerospace Vehicle Flight Status and Maintenance Document**
  – This form is used to document maintenance status and servicing information to provide a ready reference as to the status of aircraft, ATDs or air-launched missiles. This form also indicates the status and a history of inspections that are specially related to the daily flying activity or to the day involved.

• **AFTO Form 781J - Aerospace Vehicle-Engine Flight Document**
  – This form is used to document aerospace vehicle time and engine data including operating time.
• **AFTO Form781K - Aerospace Vehicle Inspection, Engine Data, Calendar Item**
  – Inspection and Delayed Discrepancy Document.

• **AGE**
  – Aerospace Ground Equipment

• **AIRCRAFT UTILIZATION CODE**
  – A 4-character alphanumeric code which is a combination of type mission symbol and Program Element Identifier (PEI).

• **ALC**
  – Air Logistics Center

• **AMC**
  – Air Mobility Command

• **AMDAHL**
  – An IBM Compatible Computer System.

• **AMP**
  – Avionics Modernization Program

• **AMU**
  – Aircraft Maintenance Unit

• **AMXS**
  – Aircraft Maintenance Squadron

• **ANG**
  – Air National Guard

• **APU**
  – Auxiliary Power Unit

• **ARC**
  – Air Reserve Component. Includes Air Force Reserve and Air National Guard.

• **ART**
  – Air Reserve Technician

• **ARV**
  – Arrive

• **ASERID**
  – Includes either the aircraft serial number or aircraft identification number.

• **ASSG ST**
  – Assignment Status
• **ASSIGN WING**  
  – A 4-position field which indicates the wing where the aircraft is assigned.

• **Assigned A/C**  
  – Aircraft that are assigned by HQ USAF to a major command for the purpose of carrying out assigned missions.

• **Associate Job**  
  – A discrepancy that was created in G081 and is related to a previous write-up/discrepancy.

• **Associated Printer**  
  – The printer linked to a particular system user. It handles all on-line print tasks.

• **AT**  
  – See Action Taken code.

• **AUC**  
  – See Aircraft Utilization code

• **AWM**  
  – Awaiting Maintenance

• **AWP**  
  – Awaiting Parts

• **AWT**  
  – Awaiting Transfer

• **Authorized To Sign Red X**  
  – Identifies those individuals authorized to certify that a Red X item has been repaired.

• **Base Code**  
  – 4-position code that identifies each base in the Air Force.

• **Batch**  
  – A type of report that is a combination of data from several programs designed to provide information. The output is sent to a printer or disk file instead of a screen.

• **BCOM**  
  – Basic Computer Microfilm Program

• **BCS**  
  – Bench Checked Serviceable

• **BIT**  
  – Built In Test
• **BLISS**  
  – Base Level In Stock Supply

• **CAMS**  
  – Core Automated Maintenance System

• **Cann**  
  – Cannibalization

• **Cannot Duplicate**  
  – A maintenance malfunction that cannot be duplicated.

• **Category of Labor**  
  – A 1-position numeric code used to differentiate the various types of maintenance resources used to support the USAF equipment maintenance program. Valid codes are 1-6.

• **CAT**  
  – Crisis Action Team

• **CBT**  
  – Computer Based Training

• **CC**  
  – See Command Code

• **CCMS**  
  – Configuration Control Management System

• **CDB**  
  – Central Database

• **CEI**  
  – Component End Item

• **CEM**  
  – Chief Enlisted Manager

• **CEMS**  
  – Comprehensive Engine Management System

• **CMD**  
  – Command

• **CND**  
  – See Cannot Duplicate
• **CODN**
  – Component Operational Data Notice

• **Command Code**
  – 2-position alphanumeric element used to designate the major command to which an asset is assigned.

• **Committed Flying Hours**
  – A designated amount of flying hours which headquarters commits a unit to fly.

• **Component Position**
  – This field allows you to specify to G081 the installed position of the component. It indicates a position a component item is installed on the Next Higher Assembly (NHA). The component position must be 0-8 for all on-equipment maintenance actions involving installed engines or engine components when using work unit codes which begin with 21, 22, 23, 24, 25, 26, 27, 28, or 29.

• **COPARS**
  – Contractor Operated Parts Store

• **Corrective Action**
  – Free-text narrative that gives a word picture of the repair action. Provides in great detail, the necessary actions taken to correct the discrepancy.

• **CPY**
  – Copy

• **Crew Size**
  – The number of personnel required to accomplish a task.

• **CS**
  – See Crew Size

• **CSD**
  – Constant Speed Drive

• **CTK**
  – Composite Tool Kit

• **CUR STAT**
  – Current status of the aircraft.

• **CYC**
  – See Cycles.

• **Cycles**
  – Identifies the number of cycles that are collected and recorded as “Significant Historical Data” for the indicated component on the aircraft.
• **C2IPS**
  – Command and Control Information Processing System

• **DEL**
  – Delete

• **Date Installed**
  – The date an item was installed on a higher assembly.

• **Date Last Overhaul**
  – The date an item was last overhauled.

• **DEV**
  – See Device

• **Deviation Code**
  – Air Deviation Code. A deviation from the scheduled sortie flight plan, occurring after aircraft take-off.

• **Device**
  – G081 hardware such as a printer or monitor.

• **DFE**
  – Data Formatting Equipment Section

• **DHD**
  – Due Home Date

• **DIFM**
  – Due In From Maintenance

• **DISA**
  – Defense Information Systems Agency

• **DISC**
  – Discrepancy or Discovered

• **Discrepancy**
  – A free-text narrative that identifies the suspected problem for the end item or component.

• **DLT**
  – Found on Program 9010 help screen referring to a “delete” transaction on Program 9006.

• **DMC**
  – Defense Mega Center
• **DOC**
  – Due-Out Cancel

• **DOC Shop**
  – This is the supply organizational account code that a shop uses to order supplies.

• **DOR**
  – Due-Out Release

• **DSN**
  – Defense Switching Network

• **DSR**
  – Date Specialist Required

• **Duplex**
  – This field is used if you wish to print to a printer that is not a laser jet.

• **EDIC**
  – Estimated Date in Commission

• **EDJC**
  – Estimated Date Job Completion

• **EGPWS**
  – Enhanced Ground Proximity Warning System

• **END ZONE**
  – This option is used to develop a report of discrepancies within a given zone of the aircraft.

• **ENG**
  – Engine

• **ENG HR**
  – Number of operating hours the engine has accrued.

• **ENG SN**
  – Engine Serial Number

• **Engine Cycles**
  – The number of cycles/sorties that a particular engine currently has accumulated.

• **Engine Shutdown**
  – A 2-position code indicating whether the engines were turned off or run at idle.

• **Engine Shutdown Time**
  – Indicates the local time the aircraft’s engines were shutdown.
• **Engine Position**
  – This is the relative position of the engine once it is installed on the aircraft.

• **ENGPOS**
  – See Engine Position.

• **Equipment Designator**
  – This term encompasses all equipment identified by a Mission Design Series (MDS), Type Model Series (TMS), or Type Model Series Modification (TMSM).

• **ERRC**
  – Expendability, Recoverability, Reparability Code

• **ETI**
  – Elapsed Time Item

• **ETIC**
  – Estimated Time in Commission

• **ETJC**
  – Estimated Time Job Completion

• **Fault Code**
  – Identifies a system malfunction that cross-references to a narrative or troubleshooting procedure in the maintenance technical order for the aircraft or system.

• **Federal Stock Class**
  – This is the federal supply classification code for an item. The FSC is the first 4-positions of the National Stock Number (NSN).

• **FL**
  – Flight line

• **FLTR**
  – Flight Restricted

• **FMC**
  – Fully Mission Capable

• **FMI**
  – FM Immunity

• **FMT**
  – Format

• **FOCUS**
  – G081 Batch Retrieval Program, replaces VIRP.
• **Format**
  – A 1-position alphanumeric field on a screen that allows for different types of data retrieval based on what format is required.

• **FSA**
  – First Sortie After

• **FSC**
  – See Federal Stock Class.

• **FSL**
  – See Full Stop Landings.

• **FSPL**
  – Flight Segment Parameter List

• **Full Stop Landings**
  – The number of full stop landings during a mission for the designated aircraft.

• **Gear Cycles**
  – The count of the number of times the landing gear was cycled during the flight being documented.

• **GEOLOC**
  – Geographical Location. GEOLOC codes are four-character, alphabetic designations that represent specific places in the world, including airports, seaports, and military installations.

• **GMT**
  – Greenwich Mean Time

• **GOCESS**
  – Government Operated Civil Engineering Supply Store

• **GPS**
  – Global Positioning System

• **Graphical User Interface**
  – A Windows based application created specifically for G081. Allows users to work in a point and click environment.

• **GR CYC**
  – See Gear Cycles.

• **GTC**
  – Gas Turbine Compressor
• **GUI**
  – See Graphical User Interface.

• **HHMM**
  – Hour Hour Minute Minute

• **HHT**
  – Hour Hour Tenths

• **H/M**

• **HM**

• **Home Station Check**
  – A type of inspection performed once aircraft return from a mission.

• **HOW MAL**

• **How Malfunction Code**
  – The how malfunction code consists of three characters and is used to identify the nature of the defect and not the cause of the discrepancy. For a complete list of how malfunction codes consult the appropriate -06 manual for your MDS.

• **HRS**
  – Hours

• **HSC**
  – See Home Station Check.

• **ICAO**
  – International Civil Aviation Organization (ICAO) codes are four-character alphabetic airport identifier codes that identify individual airports worldwide.

• **ICMS**
  – Item Configuration Management System

• **ID**
  – Identification

• **ID Number**
  – See Identification Number.

• **Identification Number**
  – A number which identifies a piece of equipment.
• IM
  – Item Manager

• IMS
  – Information Management System

• INSP
  – Inspection

• INST
  – Installation

• INSTL
  – Installed

• INW
  – In Work

• ISO
  – See Isochronal Inspection.

• Isochronal Inspection
  – A method of scheduling inspection requirements that adjusts the inspection frequency (usually stated in days) by the aircraft’s utilization rate.

• ISPF
  – Interactive System Productivity Facility

• JACC
  – Joint Airborne Command and Control

• JCL
  – Job Control Language

• JDATE
  – Julian Date

• JCN
  – See Job Control Number.

• JCNS
  – See Job Control Number Suffix.

• Job Control Number
  – The JCN is used to report, control, and identify each maintenance action. All authorized maintenance jobs will be assigned a JCN. Maintenance is not authorized without a JCN. Locally, this number provides a means to tie together all on- and off-equipment actions taken, the employee’s hours expended, and the failed parts replaced...
in satisfying a maintenance requirement. In G081, the JCN is 7-positions. Blocks of JCNs may be assigned to equipment, organizations, or certain recurring maintenance actions in accordance with the requirements in T.O. 00-20-2 and the procedures contained in AFI 21-101.

• **Job Control Number Suffix**
  – A suffix is usually used to add a continuation for your discrepancy if there wasn’t enough space for the discrepancy.

• **Job Indicator**
  – The job indicator is used to identify the condition of the aircraft.

• **JOBSTD**
  – Job Standard. The number of people it takes to complete certain types of discrepancies.

• **KEY**
  – See Access Key.

• **KPT**
  – Kits, Parts, Tools

• **LAIR**
  – Large Aircraft Infrared Countermeasure

• **LAIRCM**
  – Large Aircraft Infrared Countermeasure

• **Landing ICAO Base**
  – This is the 4-position ICAO base code for the base where the aircraft landed.

• **Landing or Engine Cycles**
  – The total number of landings or engine cycles an aircraft has accrued.

• **Landing Status**
  – This is the condition of the aircraft upon landing.

• **Landing Time for the Aircraft**
  – This is the date and time the pilot enters in the AFTO Form 781, A Forms Aircrew/Mission Flight Data Document, as the time the aircraft landed. All times are entered in ZULU time.

• **LD ICAO**
  – See Landing ICAO Base.

• **LD TIME**
  – See Landing Time for the Aircraft.
• **LOC**  
  – See Location.

• **Location**  
  – This is a locally assigned code which identifies the physical location in which equipment may be placed.

• **Logical Terminal**  
  – A software tool that groups users with similar access and security privileges. It is a management aid for G081 Managers.

• **LRU**  
  – Line Replaceable Unit

• **LTERM**  
  – See Logical Terminal.

• **MADARS**  
  – Malfunction, Detection, Analysis, and Recording Subsystem installed in C-5 aircraft.

• **MADIN-MADARS Input Screens**  
  – G081 9000 series programs.

• **MADOUT-MADARS Output Screens**  
  – G081 8000 series programs.

• **Maintenance Data Collection (MDC)**  
  – Collection, storage, and retrieval of maintenance data.

• **MAIRS**  
  – Military Air Integrated Reporting System

• **MASIIS**  
  – Maintenance Analysis and Structural Integrity Information System

• **MDD**  
  – Maintenance Data Documentation

• **MDR**  
  – Material Deficiency Report

• **MDS**  
  – See Mission Design Series

• **MESA**  
  – Mechanized Engine Status Accounting System
• **MESL**
  – Mission Essential Subsystem List

• **MFG**
  – Manufacturer

• **MICAP**
  – Mission Capable

• **MIS**
  – Management Information System

• **Mission Design Series**
  – This is complete designation for aircraft, missiles, and support equipment identified by the mission design series or type model series elements.

• **Mission Leg**
  – A 4-position field contained on AFTO Form 781, AForms Aircrew/Mission Flight Data Document, which designates the leg of the mission.

• **Mission Number**
  – A 12-position field contained on AFTO Form 781, AForms Aircrew/Mission Flight Data Document, which designates the mission the aircraft is accomplishing.

• **Mission Symbol**
  – This is a 4-position code contained on AFTO Form 781, AForms Aircrew/Mission Flight Data Document. The mission symbols are also loaded in G081. For a valid list see Program 9105.

• **MLRU**
  – MADARS-Monitored Line Replaceable Unit

• **MMHR**
  – Mean Man Hour

• **MMN**
  – MADARS Message Number

• **Mnemonic**
  – A locally assigned code which identifies the name of a work center.

• **MOC**
  – Maintenance Operations Center

• **MOC DUE**
  – Maintenance Operational Check Due
• **MOD**
  – Modification

• **MPRS**
  – Multi-Point Refueling System

• **MTBA**
  – Mean Time Between Actions

• **MTBF**
  – Mean Time Between Failure

• **MTBR**
  – Mean Time Between Repair

• **MTC**
  – Air Force Materiel Command

• **MTM**
  – Modification Tracking Model

• **NBFA**
  – Normal Back Fill Average

• **NDI**
  – Non-destructive Inspection

• **NHA**
  – Next Higher Assembly

• **NMC**
  – Not Mission Capable

• **NMCB**
  – Not Mission Capable Both (Maintenance and Supply)

• **NMCBS**
  – Not Mission Capable Both (Scheduled)

• **NMCBSA**
  – Not Mission Capable Both (Scheduled, Airworthy)

• **NMCBU**
  – Mission Capable Both (Unscheduled)

• **NMCBUA**
  – Not Mission Capable Both (Unscheduled, Airworthy)
• **NMCM**  
  – Not Mission Capable Maintenance

• **NMCMS**  
  – Not Mission Capable Maintenance (Scheduled)

• **NMCMSA**  
  – Not Mission Capable Maintenance (Scheduled, Airworthy)

• **NMCMUA**  
  – Not Mission Capable Maintenance (Unscheduled, Airworthy)

• **NMCS**  
  – Not Mission Capable Supply

• **Node**  
  – A physical device that links hardware such as a printer or terminal, to an on-line system.

• **Nomenclature**  
  – Description, usually in reference to an aircraft end item.

• **NR**  
  – Number

• **NRTS**  
  – Not Repairable This Station

• **NX CONF**  
  – Next Configuration

• **NSN**  
  – National Stock Number

• **OAM**  
  – On Aircraft or Missile

• **OAP**  
  – Oil Analysis Program

• **Occur Code**  
  – Designates at what point an engine shutdown occurred.

• **OCR**  
  – Office of Coordinating Responsibility

• **Off Shore DISC**  
  – See Off Station DISC
• **Off Station DISC**
  - Indicates a discrepancy that was found and completed away from home station.

• **OH**
  - Overhaul

• **On Equipment**
  - Maintenance performed on end items of equipment.

• **Operating Time**
  - The hours a piece of equipment has operated/will operate.

• **OPR**
  - Office of Primary Responsibility

• **OPT**
  - Option

• **Option**
  - An alpha or numeric field on a screen that allows for different types of data retrieval based on what format is required.

• **Organization**
  - A composite 4-character code made up of the 2-position command code and a 2-position unit code to identify a squadron or function.

• **ORI**
  - Operational Readiness Inspection

• **ORMET**
  - Operational Reliability Maintainability Evaluation Team

• **OT**
  - Overtemp

• **Output Device**
  - An output device is either your screen or printer.

• **OWC**
  - The work center to which specific items of equipment are assigned and the work center which has the basic custodial and maintenance responsibility for the equipment.

• **Part Number**
  - A number by which the part is identified.

• **Password**
  - A unique code specified by the user to use in conjunction with an assigned User Id for access to the G081 system.
• **PC**  
  – Personal Computer

• **PDM**  
  – Programmed Depot Maintenance

• **PEC**  
  – See Program Element Code

• **PEI**  
  – Program Element Identifier  - See Program Element Code.

• **Performing Work Center**  
  – The performing work center is the one performing the maintenance or contributes labor toward a maintenance requirement.

• **PMC**  
  – Partially Mission Capable

• **PMCB**  
  – Partially Mission Capable Both (Maintenance and Supply)

• **PMCM**  
  – Partially Mission Capable Maintenance

• **PMCS**  
  – Partially Mission Capable Supply

• **PN**  
  – See Part Number.

• **POS Base**  
  – This is the 4-position base code of the base that possessed the aircraft at the time of the flight.

• **Possessed Aircraft**  
  – Once a base accepts an aircraft and assumes full responsibility for that aircraft, it is considered possessed by that base.

• **Possessed Hours**  
  – Total number of operating hours during a given time-frame an item of equipment was possessed by an organization.

• **PRI**  
  – Priority
• **Program Element Code**
  – A subdivision of the program and cost data, related to a weapon system or support function, as shown in the USAF financial program.

• **PSB**
  – Program System Block

• **PWC**
  – See Performing Work Center.

• **QA**
  – Quality Assurance

• **QPA**
  – Quantity Per Application

• **QRL**
  – Quick Reference List

• **QTY**
  – Quantity

• **RCD-Action**
  – See Records Action.

• **RDO**
  – Regular Day Off

• **Records Action**
  – There are certain times when a JCN requires MDD before it can be closed out in the G081 system. When the JCNs are created they are flagged with an entry in the records action field.

• **Recurring Discrepancy**
  – An in-flight discrepancy that occurred within a predetermined number of sorties.

• **REFDES**
  – Reference Designator. Identifies a particular component and the location of the component within the weapons system. (The REFDES is only used by C-17 aircraft).

• **Refurbishment Last**
  – Date of last refurbishment.

• **REL**
  – Reliability

• **Reliability Codes**
  – Codes that refer to system operation during flight.
• **RELY**  
  – See Reliability Codes.

• **REMIS**  
  – Reliability and Maintainability Information System

• **Repeat Discrepancy**  
  – An in-flight discrepancy that occurred on consecutive sorties.

• **Requesting Base**  
  – The 4-position base code of the base requesting the data.

• **RFB**  
  – Refurbishment

• **RJE**  
  – Remote Job Entry

• **RPT**  
  – Report

• **RVSM**  
  – Reduced Vertical Separation Minimum

• **S/D Code**  
  – A 2-position code that describes the reason an engine shutdown during flight.

• **S/N**  
  – See Serial Number.

• **SAR**  
  – Signal Acquisition Remote.

• **SBSS**  
  – Standard Base Supply System

• **SCAN**  
  – The scan option tells G081 to read the record. Usually you must scan a record before it can be deleted or changed.

• **SCH T/O**  
  – Scheduled Take-Off

• **SCHED**  
  – Scheduling

• **SCHED MAINT**  
  – See Scheduled Maintenance.
• **Scheduled Maintenance**
  – A system of pre-planned preventative maintenance designed to reduce component failure. Includes scheduled maintenance for isochronal inspections, refurbishments, and cannibalizations.

• **Scheduled Start Date**
  – The date a job is scheduled to start.

• **Scheduled Start Time**
  – The time a job is scheduled to start.

• **SEI**
  – Special Experience Identifier

• **Serial Number**
  – A permanently assigned number by which equipment is identified and controlled.

• **SER-ID**
  – Serial number or aircraft identification number.

• **Shop**
  – A work center in the maintenance environment.

• **SICR**
  – Selected Item Configuration Record

• **SKE**
  – Station Keeping Equipment

• **SLRP**
  – Structural Life Reliability Program

• **SLVRBULL**
  – Silver Bullet

• **SOLL**
  – Special Operations Low Level

• **Sortie Number**
  – A single number assigned to each flight event.

• **Sorties Flown**
  – The total number of sorties completed during an operational event or flight.

• **SQD**
  – See Squadron.
• **SQDN**
  – See Squadron.

• **SRD**
  – See Standard Reporting Designator.

• **Squadron**
  – A functional area where work centers and personnel are assigned.

• **SRAN**
  – See Stock Record Account Number.

• **SRAN Code**
  – See Stock Record Account Number.

• **SRT**
  – Sorties

• **Standard Reporting Designator**
  – This code consists of 3-positions, primarily used in various Management Information Systems (MIS) to identify the many varieties of equipment in the Air Force inventory.

• **START ZONE**
  – This option is used to develop a report of discrepancies within a given zone of the aircraft. An entry in this field will define one parameter for the search.

• **Start/Stop Day**
  – The date an event or workcenter event is scheduled to start or stop.

• **STAT**
  – Status

• **STAT START**
  – Time and date the aircraft went into the current status.

• **Station of Assignment**
  – The base where the aircraft is assigned.

• **Station of Possession**
  – The base that possesses the aircraft.

• **Stock Record Account Number**
  – A 4-position numeric field used to identify the stock record account number (SRAN) responsible for TCTO compliance.

• **STP LD**
  – Full Stop Landings
• SUF
  – Suffix

• Suppress List
  – Used to suppress the data element on output report.

• SYM
  – See Symbol.

• Symbol
  – A red (black in automated products) code that indicates the mechanical condition, fitness for flight or operation, servicing, inspection, and maintenance status of the aerospace vehicle or equipment unit.

• System Capability Codes
  – A code indicating the status of each system/subsystem at the end of the sortie

• System Code
  – Identifies the first 2-positions of the maintenance work unit code.

• Tag Number
  – The last 6-positions of the AFTO Form 350, Reparable Processing Tag Number.

• Take-Off
  – Aircraft departs for a scheduled sortie.

• Take-Off Date
  – The date a pilot enters in the AFTO Form 781 as the take-off date.

• Take-Off Time
  – Indicates the ZULU time (24-hour clock HHMM) a pilot enters in the AFTO Form 781 as the take-off time.

• TCAS
  – Traffic Collision Avoidance System

• TCI
  – Time Change Item

• TCP/IP
  – Transmission Control Protocol/Internet Protocol

• TCTO
  – Time Compliance Technical Order

• TD
  – Transmission Date
• **TDAM**  
  – Trend Data Advisory Message

• **TDEC**  
  – Trend Data Evaluation Center. Jobs created by C5 MADAR tapes. These are job control numbers in 9000 to 9499 range.

• **TDSC**  
  – Tinker Data Services Center (G081 mainframe is located here).

• **Time/Date of Possession**  
  – The time and date that the aircraft was possessed.

• **TIT**  
  – Turbine Inlet Temperature

• **TLD**  
  – Time Limited Dispatch (C-5M)

• **TM**  
  – See Type Maintenance Codes.

• **TMC**  
  – See Type Maintenance Codes.

• **TMDE**  
  – Test Measurement and Diagnostic Equipment

• **TMS**  
  – Type, Model, and Series.

• **TMSM**  
  – Type Model Series Modification

• **TNB**  
  – Tail Number Bin

• **TO**  
  – Take-Off

• **TO Date**  
  – See Take-Off Date.

• **TO ICAO**  
  – This is the 4-position ICAO base code the pilot enters on the AFTO Form 781 indicating the base where the aircraft took-off.

• **TO Time**  
  – See Take-Off Time.
• **TP**
  – Teleprocessing

• **TR**
  – Transaction.

• **TSR**
  – Time Specialist Required

• **Type Maintenance Code**
  – This is a 1-character code used to identify the type of work that was accomplished, such as scheduled or unscheduled maintenance.

• **WARPR**
  – Wing Refueling Pods

• **WC**
  – Work Center

• **WD**
  – See When Discovered Code.

• **WDC**
  – See When Discovered Code.

• **WES**
  – Work Event Separator

• **When Disc**
  – See When Discovered Code.

• **When Discovered Code**
  – When discovered code is a 1-position field used to identify at what point in time the discrepancy was discovered. For a list of when discovered codes, consult T.O. 00-20-2 or the appropriate -6 manual for your MDS.

• **Work Center Number**
  – Identifies a designated function of a base that will report manhours expended or manhours by maintenance personnel.

• **Work Unit Code**
  – The WUC is designed as a quick reference number to identify the system, subsystem, and component relationships within end items, and used to identify maintenance requirements.

• **WRM**
  – War Readiness Material
• **WSC**
  – Weapon System Controller

• **WUC**
  – See Work Unit Code.

• **XTDRANG**
  – Extended Range Fuel Tanks

• **ZONE**
  – Specific area of an aircraft.

• **ZULU Time**
  – The Greenwich Mean Time (GMT)