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SECTION J - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

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STANDARDS AND SPECIFICATIONS

FEDERAL TELECOMMUNICATIONS STANDARDS AND OTHER APPLICABLE DOCUMENTS

FEDERAL INFORMATION PROCESSING STANDARDS

The following Federal Information Processing Standards Publications (FIPS PUBS) and Federal Standards (FED-STD) apply. Appropriate sections from the DOD FAR Supplement and the Federal Information Resources Management Regulation are referenced where applicable.

(FAR 52.252-02) (FAR Text Reference 52.107(b))

CLAUSES INCORPORATED BY REFERENCE (APR 1984)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

NOTE: AVAILABILITY OF TEXT OF CLAUSES

The full text of any clause which is incorporated herein by reference will be made available upon request to: US Army Information Systems Selection and Acquisition Agency, ATTN: (Contracting Officer), Hoffman Building I, Room 272, 2461 Eisenhower Avenue, Alexandria, VA 22331-0700. The Federal Acquisition Supplement, and the Federal Information Resources Management Regulation (FIRMR) are available for purchase from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402 ((202) 783-3238).

DOD FAR SUPPLEMENT CLAUSES CHECKLIST

| <u>CLAUSE NUMBER</u> | <u>REGULATORY TEXT REFERENCE</u> | <u>STANDARD APPLIES</u> | <u>STANDARD DOES NOT APPLY</u> | <u>STANDARD APPLIES BUT WAS WAIVED</u> |
|--|---|-------------------------|--------------------------------|--|
| 52.270-7301 | 70.1103(c)(1) | _____ | <u> X </u> | _____ |
| CLAUSE TITLE: Time and Frequency Reference Information in Telecommunications Systems (for FED-STD-1002) (1983 FEB). | | | | |
| 52.270-7309 | 70.1103(c)(9) | _____ | <u> X </u> | _____ |
| CLAUSE TITLE: Cryptographic Components, Equipment, Systems, and Services (for FED-STD-1027) (1984 Jun) | | | | |
| 252.270-7400 | OTHER AUTOMATIC DATA PROCESSING STANDARDS CLAUSES | | | |
| 52.270.7401 | 70.1103(d)(1) | _____ | <u> X </u> | _____ |
| CLAUSE TITLE: BASIC Language Compilers (1984 APR). | | | | |

52.270-7402 70.1103(d)(2) _____ X _____

CLAUSE TITLE:
FORTRAN Language Compilers (1984 APR).

52.270-7403 70.1103(c) _____ X _____

CLAUSE TITLE:
Protection Against Compromising Emanations (1984 APR).

FIRMR 201-39.1002-4 Solicitation Provision.

The terminology for each standard listed in the following "STANDARDS CHECKLIST" is incorporated by reference. The full terminology is provided in the Federal ADP and Telecommunications Standards Index.

STANDARDS CHECKLIST

FEDERAL INFORMATION PROCESSING STANDARDS (FIPS)

| <u>Standard Applies</u> | <u>Standard Does Not Apply</u> | <u>Standard Applies But Was Waived</u> | <u>Standards Titles</u> |
|-------------------------|--------------------------------|--|--|
| _____ | <u>X</u> | _____ | FIPS PUB 1-1, Graphic Representation of Control Characters of ASCII. |
| <u>X</u> | _____ | _____ | FIPS PUB 1-2, Code for Information Interchange, Its Representations Subsets and Extensions. |
| _____ | <u>X</u> | _____ | FIPS PUB 2-1, Perforated Tape Code for Information Interchange. |
| _____ | <u>X</u> | _____ | FIPS PUB 3-1, Recorded Magnetic Tape for Information Interchange (800 CPI, NRZI). |
| _____ | <u>X</u> | _____ | FIPS PUB 4-1, Calendar Date. |
| _____ | <u>X</u> | _____ | FIPS PUB 5-2, Codes for the Identification of the States, District of Columbia and the Outlying Areas of the United States and the District of Columbia. |
| _____ | <u>X</u> | _____ | FIPS PUB, 6-3, Countries and County Equivalents of the States of the United States and the District of Columbia. |
| _____ | <u>X</u> | _____ | FIPS PUB, 8-5, Standard Metropolitan Statistical Areas. |
| _____ | <u>X</u> | _____ | FIPS PUB, 9, Congressional Districts of the United States. |

| | | | |
|---|---|--|--|
| | X | | FIPS PUB, 10-3, Countries, dependencies and ares of Special Sovereignty. |
| X | | | FIPS PUB, 11-2 (ANSI X3/TR-1-82), |
| | X | | FIPS PUB, 13, Rectangular Holes in Twelve-row Punched Cards. |
| | X | | FIPS PUB, 14-1, Hollerith Punched Card Code. |
| | X | | FIPS PUB, 16-1, Bit Sequencing of the Code for Information Interchange in Serial-by-Bit Data Transmission. |
| | X | | FIPS PUB, 17-1, Character Structure and Character parity Sense for Serial-by-Bit Data Communication in the Code for Information Interchange. |
| | X | | FIPS PUB, 18-1, Character Structure and Character Parity Sense for Parallel-by-Bit Data Communication in the Code for Information Interchange. |
| | X | | FIPS PUB, 21-3, COBOL. |
| | X | | FIPS PUB, 22-1, Synchronous Signaling Rates Between Data Terminal and Data Communication Equipment. |
| | X | | FIPS PUB, 25, Recorded Magnetic Tape for Information Interchange (1600 CPI, Phased Encoded). |
| | X | | FIPS PUB, 26, One inch Perforated Paper Tape for Information Interchange. |
| | X | | FIPS PUB, 27, Take-up Reels for One-Inch Perforated Tape for Information Interchange. |
| | X | | FIPS PUB, 30, Software Summary for Describing Computer Programs and Automated Data Systems. |
| | X | | FIPS PUB, 32-1, Optical Character Recognition Character Sets. |
| | X | | FIPS PUB, 33-1, Character Set for Handprinting. |
| X | | | FIPS PUB, 35, |
| X | | | FIPS PUB, 36, |

| | | | |
|---|---|--|---|
| | | | Geographic Point Locations for Information Interchange. |
| | X | | FIPS PUB, 71, Advanced Data Communications Control Procedures (ADCCP). |
| | X | | FIPS PUB, 79, Magnetic Tape Labels and File Structure for Information Interchange. |
| | X | | FIPS PUB, 81, Data Encryption Standard (DES) Mode of Operation. |
| | X | | FIPS PUB, 84, Microfilm Readers. |
| | X | | FIPS PUB, 85, Optical Character Recognition (OCR) Inks. |
| X | | | FIPS PUB, 86, Additional Controls For Use with American National Standard Code for Information Interchange. |
| | X | | FIPS PUB, 89, Federal Standard for Optical Character Recognition (OCR) Character Positioning. |
| | X | | FIPS PUB, 91, Federal Standard for Magnetic Tape Cassettes for Information Interchange, Dual Track, Complementary Return-to-Bias (CRB), Four-States Recording on 3,81 mm (0.150 inch) Tape. |
| | X | | FIPS PUB, 93, Parallel Recorded Magnetic Tape Cartridge for Information Interchange, 4 Track 6.30 mm (0.250 inch), 63 bpm (1600 bpi), Phase encoded. |
| | X | | FIPS PUB, 95, Code for the Identification of Federal and Federally-Assisted Organizations. |
| | X | | FIPS PUB, 97, Operational Specifications for Fixed Block, Rotating Mass Storage Subsystems. |
| | X | | FIPS PUB, 100, Interface between Data Terminal Equipment (DTE) and Data Circuit-Terminating Equipment (DCE) for Operation with Packet-Switched Data Communication Networks. |
| | X | | FIPS PUB, 103, Codes for the Identification of Hydrologic Units in the United States and the Caribbean Outlying Areas. |

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| | X | | FIPS PUB, 104-1, ANS Codes for the Representation of Names of Countries, Dependencies, and Areas of Special Sovereignty for Information Interchange. |
| | X | | FIPS PUB, 107, Local Area Networks: Baseband Carrier Sense Multiple Access with Collision Detection Access Method and Physical Layer Specifications and Link Layer Protocol. |
| | X | | FIPS PUB, 108, Alphanumeric Computer Output Microform Quality Test Slide. |
| | X | | FIPS PUB, 109, PASCAL. |
| | X | | FIPS PUB, 111, Storage Module Interfaces (with Extensions for Enhanced Storage Module Interfaces). |
| | X | | FIPS PUB, 112 Password Usage. |
| | X | | FIPS PUB, 113, Computer Data Authentication. |
| | X | | FIPS PUB, 114, 200 mm (8 inch) Flexible Disk Cartridge Track Format Using Two-Frequency Recording at 6631 bprad on One Side-1.9 tpmm (48 tpi) for Information Interchange. |
| | X | | FIPS PUB, 115, 200 mm (8 in) Flexible Disk Cartridge Track Format Using Modified Frequency Modulation Recording at 13262 bprad on Two Sides 1.9 tpmm (48 tpi) for Information Interchange. |
| | X | | FIPS PUB, 116, 130 mm (5.25 in) Flexible Disk Cartridge Track Format Using Two-Frequency Recording at 3979 bprad on One side-1.9 tpmm (48 tpi) for Information Interchange. |
| | X | | FIPS PUB, 117, 130 mm (5.25 in) Flexible Disk Cartridge Track Format Using Modified Frequency Recording at 7958 bprad on Two Sides-1.9 tpmm (48 tpi) for Information Interchange. |
| | X | | FIPS PUB, 118, Flexible Disk Cartridge Labeling and File Structure for Information Interchange. |
| | X | | FIPS PUB, 119, Ada. |

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| | X | | FIPS PUB, 121, Videotext/Teletext Presentation Level Protocol Syntax (North America PLPS). |
| | X | | FIPS PUB, 123, Specification for a Data Descriptive File for Information Interchange (DDF). |
| | X | | FIPS PUB, 125, MUMPS Programming Language. |
| | X | | FIPS PUB, 133, Coding and Modulation Requirements for Non-diversity 240 Bit/Second Modems. |
| | X | | FIPS PUB, 134-1, Coding and Modulation Requirements for Duplex 600 and 1200 Bit/Second Modems. |
| | X | | FIPS PUB, 135, Coding and Modulation Requirements for Duplex 9600 Bit/Second Modems. |
| | X | | FIPS PUB, 136, Coding and Modulation Requirements for Duplex 600 and 1200 Bit/Second Linear Predictive Coding. |
| | X | | FIPS PUB, 137, Analog to Digital Conversion of Voice by 2400 Bit/Second Linear Predictive Coding. |
| | X | | FIPS PUB, 138, Electrical Characteristics of Balanced Voltage Digital Interface Circuits. |
| | X | | FIPS PUB, 139, Interoperability and Security Requirements for Use of the Data Encryption Standard in the Physical Layer of Data Communications. |
| | X | | FIPS PUB, 140, General Security Requirements for Equipment Using the Data Encryption Standard. |
| | X | | FIPS PUB, 141 Interoperability and Security Requirements for Use of the Data Encryption Standard with CCITT Group 3 Facsimile Equipment. |
| | X | | FIPS PUB, 142, Electrical Characteristics. |
| | X | | FIPS PUB, 144, Data Communications Systems and Service-user Oriented Performance Parameters. |

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| X | FIPS PUB, 145, Group 2 Facsimile Apparatus for Document Transmission. |
| X | FIPS PUB, 146, Government Open Systems Interconnection Profile (GOSIP). |
| X | FIPS PUB, 147, Group 3 Facsimile Apparatus for Document Transmission. |
| X | FIPS PUB, 148, Procedures for Document Facsimile Transmission. |
| X | FIPS PUB 149, General Aspects of Group 4 Facsimile Apparatus (EIA-536-1988). |
| X | FIPS PUB, 150, Facsimile Coding Schemes and Coding Control Functions for Group 4 Facsimile Apparatus (EIA-538-1988). |
| X | FIPS PUB, 151-1, Portable Operating System Interface for Computer Environments. |
| X | FIPS PUB, 152, Standard Generalized Markup Language (SGML) ISO 8879-1986). |
| X | FIPS PUB, 153, Programmer's Hierarchical Interactive Graphics System (PHIGS) ANSI X3.4.144 & X3.144.1-1988). |
| X | FIPS PUB, 154, High Speed 25 Position Interface for Data Terminal Equipment and Data Circuit-Terminating Equipment (EIA-530-1987). |
| X | FIPS PUB, 155, Data Communication Systems and Services User-Oriented Performance Measurement Methods (ANSI X3.141-1987). |
| X | FIPS PUB, 156, Information Resources Dictionary System (IRDS) ANSI X3.138-1988). |
| X | FIPS PUB, 157, Guideline for Quality Control of Image Scanners (ANSI/AIIM MS44-1988). |
| X | FIPS PUB, 158, The User Interface Component of the Applications Portability Profile (MIT X Version 11, Release 3). |
| X | FIPS PUB, 1102, American National Dictionary for Information Processing. |

OTHER STANDARDS CHECKLIST

THE FOLLOWING STANDARDS CHECKED BELOW (SPECIFIED BY THE USER AS APPLICABLE TO THE INFORMATION PROCESSING RESOURCE BEING ACQUIRED) ARE IN ADDITION TO DFARS AND FIRMR CITED STANDARDS. THE STANDARDS CAN BE ACQUIRED AS INDICATED UNDER "ORDERING INFORMATION".

FEDERAL STANDARDS AND SPECIFICATIONS

| | | | |
|-------|------------------|-------|--|
| _____ | <u> X </u> | _____ | FED-STD-101C, Test Procedures for Packaging Materials. |
| _____ | <u> X </u> | _____ | FED-STD-595B, Colors Used in Government Procurement. |
| _____ | <u> X </u> | _____ | FED-STD-1002, Telecommunications: Time and Frequency Reference Information in Telecommunication Systems. |
| _____ | <u> X </u> | _____ | FED-STD-1035, Telecommunications: Coding Modulations and Transmission Requirements for Single Channel Medium and High Frequency Radio Telegraph Systems Used in Government Maritime Mobile Telecommunications. |
| _____ | <u> X </u> | _____ | FED-STD-1037 (1980), Glossary of Telecommunications Terms. |
| _____ | <u> X </u> | _____ | G-C-116F(2)-1975 Cards, Tabulating. |
| _____ | <u> X </u> | _____ | UU-P-546C(2)-1984 Paper, Tabulating Machine, Continuous Flat Fold. |
| _____ | <u> X </u> | _____ | W-T-0051C(2)-1977 Tape, Electronic Data Processing, 1/2 Inch, Magnetic Oxide Coated. |

DOD STANDARDS AND SPECIFICATIONS

| | | | |
|------------------|------------------|-------|--|
| _____ | <u> X </u> | _____ | DOD-STD-2167A, Defense System Software Development. |
| _____ | <u> X </u> | _____ | DOD-STD-2168, Defense System Software Quality Program. |
| <u> X </u> | _____ | _____ | DOD-STD-7935A, DOD Automated Information System (AIS) Documentation Standards. |

MILITARY STANDARDS AND SPECIFICATIONS

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|------------------|-------|-------|--|
| <u> X </u> | _____ | _____ | MIL-C-4150J, Cases, Transit and Storage, Waterproof and Water-Vaporproof. |
| <u> X </u> | _____ | _____ | MIL-C-46168D(ME), Coating, Aliphatic Polyurethane, Chemical Agent Resistant. |

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| X | | | MIL-H-46855B, Human Engineering Requirements for Military Systems, Equipment and Facilities. |
| X | | | MIL-M-38784C, Manuals, Technical: General Style and Format Requirements. |
| X | | | MIL-M-63036D, Manuals, Technical, Operators Preparation of. |
| X | | | MIL-M-63038C(TM), Manuals, Technical: Unit or Aviation Unit, Direct Support, Aviation Intermediate, and General Support Maintenance, Requirements for. |
| X | | | MIL-M-85337, Manuals, Technical: Quality Assurance Program, Requirements for. |
| X | | | MIL-P-15024D, Plates, Identification, Equipment. |
| X | | | MIL-P-19834B, Plate, Identification, Aluminum Foil, Adhesive Backed Modification Applied. |
| X | | | MIL-STD-129L, Marking for Shipment and Storage. |
| X | | | MIL-STD-130G, Identification Marking of U.S. Military Property. |
| X | | | MIL-STD-454M, Standard General Requirements for Electronic Equipment |
| X | | | MIL-STD-882B, System Safety Program Requirements. |
| X | | | MIL-STD-1189B, Military Standard for Department of Defense Bar Code Symbology. |
| X | | | MIL-STD-1379D, Military Training Programs. |
| X | | | MIL-STD-1472D, Human Engineering Design Criteria for Military Systems, Equipment, and Facilities. |
| X | | | MIL-STD-1857(EL), Grounding, Bonding and Shielding Design Practices. Quality Assurance Program, Requirements for. |
| X | | | MIL-T-28800E, Test Equipment for Use with Electrical and Electronic Equipment, |

General Specification for.

ARMY REGULATIONS

| | | | |
|--------------|---------------|---------------|---|
| <u> X </u> | <u> </u> | <u> </u> | AR 25-30, The Army Integrated Publishing and Printing Program. |
| <u> X </u> | <u> </u> | <u> </u> | AR 602-2, Manpower and Personnel Integration (MANPRINT) in Materiel Acquisition Processing. |
| <u> X </u> | <u> </u> | <u> </u> | TRADOC Reg 351-9, Systems Training Development. |
| <u> X </u> | <u> </u> | <u> </u> | TRADOC Reg 351-11, Soldier Training Publications (STP) Policy and Procedures. |

DEFENSE DATA NETWORK PUBLICATIONS

| | | | |
|---------------|--------------|---------------|--|
| <u> </u> | <u> X </u> | <u> </u> | RFC 822 (Aug 1982) Standard for the Format of ARPA Internet Text Messages. |
| <u> </u> | <u> X </u> | <u> </u> | RFC 862 (May 1983) Echo Protocol. |
| <u> </u> | <u> X </u> | <u> </u> | RFC 863 (May 1983) Discard Protocol. |
| <u> </u> | <u> X </u> | <u> </u> | RFC 864 (May 1983) Character Generator Protocol. |
| <u> </u> | <u> X </u> | <u> </u> | RFC 865 (May 1983) Quote-of-the-Day. |
| <u> </u> | <u> X </u> | <u> </u> | RFC 866 (May 1983) Active Users Protocol. |
| <u> </u> | <u> X </u> | <u> </u> | RFC 867 (May 1983) Daytime Protocol. |
| <u> </u> | <u> X </u> | <u> </u> | RFC 868 (May 1983) Time Protocol. |
| <u> </u> | <u> X </u> | <u> </u> | RFC 870 (Oct 1983) Assigned Numbers. |

DEFENSE DATA NETWORK PUBLICATIONS NOTES:

(RFC 768 and RFC 792 are contained in the document "Internet Protocol Transition Workbook", Mar 1982.)

(RFC 822 is contained in document "Internet Mail Protocols" Nov 1982). (RFC 862 through RFC 869 are issued in a single package entitled "Miscellaneous Protocols".)

(RFC 792 and 795 are listed in DDN Protocol Handbook Vol 2 RFC 796 is in Vol 3.)

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)/
INTERNATIONAL STANDARDS ORGANIZATION (ISO)

| | | | |
|---|---|--|--|
| | X | | ANSI/EIA/RS-310C-1977 (R1982), Racks, Panels and Associated Equipment. |
| | X | | ANSI/NFPA 10-1988, Portable Fire Extinguisher. |
| | X | | ANSI/NFPA 70-1990, National Electric Code. |
| | X | | ANSI/NFPA 75-1987, Protection of Electronic Computer/Data Processing Equipment. |
| | X | | ANSI Y14.5-1973, |
| | X | | C2-1990, National Electrical Safety Code. |
| | X | | C84.1-1989, Voltage Ratings for Electric Power Systems and Equipment (60 Hz). |
| | X | | X3.40-1983, Unrecorded Magnetic Tape for Information Interchange (9 track, 800 cpi NRZ, 1600 cpi, PE and 6250 cpi, GCR). |
| X | | | ISO 7816, |
| | X | | X4.6-1979 (R1984), 10-Key Keyboard for Adding and Calculating Machines. |
| | X | | X4.23-1982, Alphanumeric Keyboard Arrangements Accommodating the Character Sets of ASCII and ASCSOCR. |

ELECTRONIC INDUSTRIES ASSOCIATION (EIA)

| | | | |
|--|---|--|--|
| | X | | RS-232-D (1986) Interface Between Data Terminal Equipment and Data Communications Equipment Employing Serial Binary Data Interchange. |
| | X | | RS-422-A (1978) Electrical Characteristics of Balanced Voltage Digital Interface Circuits. |
| | X | | RS-423-A (1978) Electrical Characteristics of Unbalanced Voltage Digital Interface Circuits. |
| | X | | RS-449 (1977) General Purpose 37 Position and 9 Position Interface for Data Terminal Equipment and Data Circuit Terminating Equipment Employing Serial Binary Interchange. |
| | X | | Industrial Electronics Bulletin No. 12 (1977) Application Notes on |

Interconnection Between Interface
Circuits Using RS-449 and RS-232-C.

OTHER INDUSTRY STANDARDS AND SPECIFICATIONS

| | | | |
|---|---|--|---|
| | X | | AIM USS-39, Uniform Symbology Specification 39. |
| X | | | ASTM: D3951 (1990), Standard Practice for Commercial Packaging (Includes MIL-STD-129). |
| X | | | CODABAR. |
| X | | | CODE 128. |
| X | | | Interleaved 2 of 5. |
| X | | | Personal Computer Memory Card International Association (PCMCIA), PC Card Standard, Release 2.0 |
| X | | | UPC/EAN. |

ORDERING INFORMATION

Federal Information Processing Standards (FIPS):

National Technical Information Service
U.S. Department of Commerce
Springfield, Virginia 22161
Telephone Number: (703) 487-4650

Federal Telecommunication Standards (FED-STD):

General Services Administration
Automated Data and Telecommunications Service
Standards Branch (CDSS)
Washington, DC 20405
Telephone Number: (202) 566-1180

Federal Specifications and Standards (including Federal Telecommunications Standards):

General Services Administration
Specification Section (WFSIS), Room 6039
Seventh and D Streets, SW
Washington, DC 20407
Telephone Number: (202) 472-2205

American National Standards:

American National Standards Institute, Inc.
Sales Department
1430 Broadway
New York, New York 10018

Electronic Industries Association Standards:

Electronic Industries Association
2001 Eye Street
Washington, DC 20006

DDN publications: Application for copies may be made in writing, to:

DDN Network Information Center
SRI International
Room EJ291
333 Ravenswood Avenue
Menlo Park, California 94025
Telephone Number: 1 800 235-3155

DOD Standards, Military Standards, Specifications, and Regulations:

Naval Publications and Forms Center
Customer Service
5801 Tabor Avenue
Philadelphia, PA 19120
Telephone Number (215) 697-3321

DICTIONARY AND GLOSSARY

| | |
|-----------|--|
| AC | Alternating Current |
| Accessory | An ancillary or supplemental item for use with a piece of AIT equipment supplied by the Contractor at the time of delivery; for example, holders, cables, consumable items, etc. |
| ADP | Automated Data Processing |
| AIS | Automated Information Systems |
| AIT | Automatic Identification Technology |
| ANSI | American National Standards Institute |
| AR | Army Regulation |
| ASCII | American Standard Code for Information Interchange |
| BRH | Bureau of Radiological Health |
| C | Centigrade |
| CDRL | Contract Data Requirements List |
| CLIN | Contract Line Item Number |
| COEI | Components of End Item |
| CONUS | Continental United States |
| COR | Contracting Officer's Representative |
| CPI | Characters-per-Inch |
| CSS | Combat Service Support |
| CTASC | Corp Theater ADP Service Center |
| DA | Department of the Army |
| DAC | Days After Contract Award |
| DC | Direct Current |
| DCASMA | Defense Contract Administration Service |
| DD | Department of Defense (in conjunction with Form Numbers) |
| DID | Data Item Description |
| DoD | Department of Defense |
| EA | Each |
| EAN | European Article Numbering System |
| ECP | Engineering Change Proposal |
| EEROM | Electrically Erasable Read Only Memory |
| EEPROM | Electrically Erasable Programmable Read Only Memory |
| EMI | Electromagnetic Interference |
| EPROM | Electrically Programmable Read Only Memory |
| EUM | End User Manual |
| F | Fahrenheit |
| FBCR | Fixed Bar Code Readers |
| FCC | Federal Communications Commission |
| FE | Field Engineer |
| FM | Frequency Modulation |
| HFE | Human Factors Engineering |
| HR | Hour |
| Hz | Hertz |
| IAW | In Accordance With |
| IBMJ | International Business Machines |
| ICC | Integrated Circuit Card |

| | |
|------------------------------|--|
| ID | Identification |
| IKP | Instructor and Key Personnel |
| ILS | Integrated Logistics Support |
| I/O | Input/Output |
| IPR | In-Process Review |
| IPS | Inches-per-Second |
| IRRD | Item Release/Receipt Document |
| K | Kilo (Thousands) |
| Kbyte | Kilobyte |
| KO | Contracting Officer |
| KW | Kilowatts |
| LCD | Liquid Crystal Display |
| LED | Light Emitting Diode |
| LOGMARS | Logistics Applications of Automated Marking and Reading Symbols |
| LP | Lesson Plan |
| LRU | Line Replaceable Unit |
| M | Mega (Million) |
| MAC | Maintenance Allocation Chart |
| MACOM | Major Command |
| MByte | Megabyte |
| MANPRINT | Manpower and Personnel Integration |
| MHz | Megahertz |
| MIL | Military |
| MIL-SPEC | Military Specification |
| MIL-STD | Military Standard |
| MILSTRIP | Military Standard Requisition and Issue Procedures |
| MITLA | Microcircuit Technology in Logistics Applications |
| MNP | Microcom Network Protocol |
| MRC | Maintenance Repair Center |
| MRU | Major Replaceable Unit |
| MSL | Military Shipment Label |
| MTBF | Mean-Time-Between-Failure |
| MTTR | Mean-Time-To-Repair |
| MFP | Monthly Fixed Price |
| NLT | Not Later Than |
| NSN | National Stock Number |
| OCONUS | Outside Continental United States |
| OCR | Optical Character Recognition |
| Optional AIT Component | An ancillary or supplementary item for use with a piece of equipment that is purchased separately from the equipment; for example, RAM expansion, battery charger/discharger, etc. |
| OTPROM | One-time Programmable Read Only Memory |
| PC | Personal Computer |
| PCMCIA | Personal Computer Memory Card International Association |
| PDCD | Portable Data Collection Device |
| PM | Preventive Maintenance |
| PMCS | Preventive Maintenance Checks and Services |

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|---------|---|
| POE | Port of Embarkation |
| POI | Program of Instruction |
| PPM | Pages-per-Minute |
| PPR | Project Progress Review |
| PROM | Programmable Read Only Memory |
| RAM | Random Access Memory |
| REG | Regulation |
| RF | Radio Frequency |
| RFD | Request for Deviation |
| RFP | Request for Proposal |
| RFW | Request for Waiver |
| RMA | Return Material Authorization |
| ROM | Read Only Memory |
| SAR | Safety Assessment Report |
| SD | Software Developer |
| SOW | Statement of Work |
| SPTD | Supplemental Provisioning Technical Documentation |
| SRAM | Static Random Access Memory |
| STACOMP | STAMIS Tactical Computers |
| STAMIS | Standard Army Management Information Systems |
| STD | Standard |
| TACCS | Tactical Army Combat Service Support Computer Systems |
| TACMIS | Tactical Management Information Systems |
| TM | Technical Manual |
| TMP | Technical Manual Plan |
| TRADOC | Training and Doctrine Command |
| UHF | Ultra High Frequency |
| UL | Underwriters Laboratory |
| UPC | Universal Product Code |
| V | Volts |
| VDU | Video Display Unit |
| VHF | Very High Frequency |
| WTY | Warranty |
| YR | Year |
| YRS | Years |

ATTACHMENT 3

DD FORM 1348-1 (ITEM RELEASE/RECEIPT DOCUMENT)
AND
DD FORM 1387 (MILITARY SHIPMENT LABEL)

The actual size of these forms are stated in MIL-STD-129L.

ATTACHMENT 4
IDENTIFICATION PLATE

ATTACHMENT 5
EXAMPLE TASK SELECTION MATRIX

1991

1 JULY

MASTER
TASK SELECTION MATRIX
FOR
THE GENERIC SYSTEM

DEVELOPED BY: US ARMY COMBINED ARMS SUPPORT COMMAND (USACASCOM)
ATTN: ATCL-SDB
FT LEE, VA 23801

Attachment 5

ATTACHMENT 6
EXAMPLE PROGRAM OF INSTRUCTION

PROGRAM OF INSTRUCTION (POI)
FOR
GENERIC SYSTEM
OPERATOR TRAINING COURSE (OTC)

THIS IS A PEACETIME POI
LENGTH: 10.0 HOURS

LOGISTICS AUTOMATION DIRECTORATE
US ARMY COMBINED ARMS SUPPORT COMMAND
FT. LEE, VIRGINIA 23801

PREFACE TO POI AND LESSON PLANS

PROGRAM OF INSTRUCTION

The program of instruction includes a daily teaching plan that should be used as a guide in teaching all of the lesson plans.

LESSON PLANS

The lesson plans are located in annexes to the POI. Copies of the viewgraphs needed to teach the lesson are located after each lesson plan. Student handouts and practical exercises may be located after each lesson. These must be reproduced and provided to the students.

GENDER DISCLAIMER

When used in this publication, "he, him, his and men" represent both the masculine and feminine gender unless otherwise stated.

PREFACE

COURSE NUMBER:

TITLE: GENERIC SYSTEM OPERATOR TRAINING COURSE

PURPOSE: To train Generic System users in use of
the Generic
System.

PREREQUISITES: Personnel selected to attend this course
will be MOS
qualified.

SCOPE: The scope of this course includes a System
Overview, and Practical Exercises on key
processes. This is mainly hands-on training
with a minimum of conference type instruction.

COURSE LENGTH: PEACETIME
MOBILIZATION 10.0

TRAINING LOCATIONS: USER SITES

TRAINING START DATE: 1992

GENERIC SYSTEM
 TABLE OF CONTENTS

| SECTION | PAGE |
|---|------|
| Preface Page | |
| Course Summary | |
| Training Annexes: | |
| SAMPLE-A Course Overview | |
| SAMPLE-B System Overview | |
| SAMPLE-C Key Processes | |
| POI File Index | |
| Mandatory Training Annex | |
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COURSE SUMMARY

GENERIC SYSTEM

COURSE TITLE: GENERIC SYSTEM OPERATOR TRAINING COURSE

HOURS: PEACETIME
 MOBILIZATION
 10.0

SUMMARY

| ACADEMIC TIME: | HOURS | PEACETIME |
|-----------------------------|-----------------|-----------|
| MOBILIZATION | | |
| SAMPLE A | COURSE OVERVIEW | .5 |
| SAMPLE B | SYSTEM OVERVIEW | 1.2 |
| SAMPLE C | KEY PROCESSES | 8.3 |
| | SUBTOTAL | 10.0 |
| ADMINISTRATIVE TIME: | | |
| In-processing | (N/A) | 0.0 |
| Out-processing | (N/A) | 0.0 |
| Commandant's Time | (N/A) | 0.0 |
| Open Time | (N/A) | 0.0 |
| Physical Readiness Training | (N/A) | 0.0 |
| Subtotal (Administration) | | 0.0 |
| TOTAL COURSE HOURS | | 10.0 |

SECURITY CLASSIFICATION: All material in this POI is unclassified.

| | PEACETIME | MOBILIZATION |
|--|-----------|--------------|
| CLASS SIZE: Maximum 1 student per system | | |
| Optimum 1 student per system | | |
| Minimum 1 student per system | | |
| Maximum 20 students per class | | |
| Optimum 20 students per class | | |
| Minimum 5 students per class | | |

COURSE: GENERIC SYSTEM OPERATOR TRAINING COURSE

TRAINING ANNEX: SAMPLE A: COURSE OVERVIEW

PURPOSE: To provide the student with a complete overview of the Generic System Operator Training Course including administrative information.

TOTAL HOURS: PEACETIME MOBILIZATION
0.5

SECURITY CLASSIFICATION: ALL MATERIAL IN ANNEX A IS UNCLASSIFIED.

POI FILE: SAMPLE A1

POI FILE TITLE: COURSE OVERVIEW AND ADMINISTRATION

ACADEMIC HOURS: PEACETIME MOBILIZATION
HOURS HOURS

SCOPE: The student will be given a course overview and administration details of the Generic System training. These will include the location, class time, materials needed and any other information necessary for the effective accomplishment of the course.

COURSE: GENERIC SYSTEM OPERATOR TRAINING COURSE

TRAINING ANNEX: SAMPLE B: SYSTEM OVERVIEW

PURPOSE: To provide the student with a complete overview of the Generic System.

TOTAL HOURS: PEACETIME MOBILIZATION
1.2

SECURITY CLASSIFICATION: ALL MATERIAL IN ANNEX B IS UNCLASSIFIED.

POI FILE: SAMPLE B1

POI FILE TITLE: SYSTEM OVERVIEW

ACADEMIC HOURS: PEACETIME MOBILIZATION
HOURS HOURS
1.2

SCOPE: The student will access all menus in the Generic System to become familiar with the options in the system.

COURSE: GENERIC SYSTEM OPERATOR TRAINING COURSE

TRAINING ANNEX: SAMPLE C: KEY PROCESSES

PURPOSE: To provide the student a complete explanation of the processes in the Generic System and familiarize him with methods and procedures for execution of the processes.

TOTAL HOURS: PEACETIME MOBILIZATION
8.3

SECURITY CLASSIFICATION: ALL MATERIAL IN ANNEX C IS UNCLASSIFIED.

POI FILE: SAMPLE C1
 POI FILE TITLE: UNIT PARAMETER ADD/UPDATE
 ACADEMIC HOURS: PEACETIME MOBILIZATION
 HOURS HOURS
 1.0

SCOPE: The student will add and change parameter records using the Unit Parameter Add/Update Process.

POI FILE: SAMPLE C2
 POI FILE TITLE: REQUEST FOR ISSUE
 ACADEMIC HOURS: PEACETIME MOBILIZATION
 HOURS HOURS
 2.5

SCOPE: The student will process request for issue for various types of requests handled by the Generic System.

POI FILE: SAMPLE C3
 POI FILE TITLE: REBUILD DATABASE
 ACADEMIC HOURS: PEACETIME MOBILIZATION
 HOURS HOURS
 2.6

SCOPE: The student will run the Rebuild Database process.

POI FILE: SAMPLE C4
 POI FILE TITLE: PLL UPDATE
 ACADEMIC HOURS: PEACETIME MOBILIZATION
 HOURS HOURS
 2.2

SCOPE: The student will add, delete and change a line.

POI FILE INDEX

GENERIC SYSTEM OPERATOR TRAINING COURSE

| POI FILE NUMBER | TITLE |
|-----------------|------------------------------------|
| SAMPLE A1 | Course Overview and Administration |
| SAMPLE B1 | System Overview |
| SAMPLE C1 | Unit Parameter Add/Update |

SAMPLE C2
 SAMPLE C3
 SAMPLE C4

Request for Issue
 Rebuild Database
 PLL Update

EQUIPMENT SUMMARY

COURSE: GENERIC SYSTEM OPERATOR TRAINING

| LIN/NSN | NOMEN | POI FILE NUMBER | QTY REQUIRED | | AVERAGE EQUIP TO STUDENT RATIO | | REMARKS |
|----------------------|-----------------------|--------------------|---|--|---|--|---------|
| | | | SGL COURSE INITIATION PEACE MOBIL | | PEACE MOBIL | | |
| XYZ-225 | PC-X | SAMPLE B1 | 10 | | 1/1 | | CRITIC |
| XYZ-220 | S286 | SAMPLE B1 | 10 | | 1/1 | | CRITIC |
| ZZZ-100 | MONITOR | SAMPLE B1 | 10 | | 1/1 | | CRITIC |
| ZX-50 | TAPE DRIVE | SAMPLE B1 | 10 | | 1/1 | | CRITIC |
| L-2000 | PRINTER | SAMPLE B1 | 10 | | 1/1 | | CRITIC |
| HSC-71 | 5.25-INCH DISKETTE | SAMPLE B1 | 10 | | 1/1 | | CRITIC |
| 51327 | TAPE CARTRIDGE | SAMPLE B1 | 10 | | 1/1 | | CRITIC |
| 7530-00- 145-0414 | COMPUTER PAPER | SAMPLE B1 | 10 | | 1/1 | | CRITIC |

FACILITIES SUMMARY

COURSE: GENERIC SYSTEM OPERATOR TRAINING COURSE

| CATEGORY CODE | DESCRIPTION AND SCOPE | POI FILE NUMBER | UNIT OF MEASURE CODE | HOURS | |
|------------------|-----------------------------|------------------------------------|----------------------------|-----------|--------------|
| | | | | PEACETIME | MOBILIZATION |
| N/A | GENERAL | SAMPLE INSTRUCTION CLASSROOM | N/A | 10.0 | |

TEACHING PLAN

DAY 1

COURSE OVERVIEW

Instruction - Course Overview and Administration (A1) 0.5
 The student will receive an overview of the Operator Training Course and be briefed on administration details.

SYSTEM OVERVIEW

Instruction - System Overview (B1)
 The student will access the Generic System menus and review the processes available.

KEY PROCESSES

Instruction - Unit Parameter Add/Update 0.6
 The student will add and change a parameter record using the Unit Parameter Add/Update process.

Practical Exercise
 The student will add and change a parameter record using the Unit Parameter Add/Update process.

Instruction - Request for Issue (C2) 1.0
 The student will process Requests for Issue for various types of requests handled by the Generic System.

Practical Exercise

Instruction - Rebuild Database (C3) 0.9
 The student will run the Rebuild Database process.

Practical Exercise
 The student will run the Rebuild Database process.

INSTRUCTION 4.2

PRACTICAL EXERCISE 3.6

BREAKTIME 1.0

TOTAL TIME 8.8

TEACHING PLAN

DAY 2

KEY PROCESSES

Instruction - PPL Update (C4) 0.7
 The student will add, delete and change a PPL line.

Practical Exercise 1.5
 The student will add, delete and change a PLL line.

INSTRUCTION 0.7

| | |
|-----------------------|-----|
| PRACTICAL EXERCISE | 1.5 |
| BREAKTIME | 0.2 |
| TOTAL TIME | 2.4 |

LESSON PLAN
TABLE OF CONTENTS

LESSON

| | | | |
|-----------|------------------------------------|-------------|--------|
| SAMPLE A1 | Course Overview and Administration | SAMPLE A1-1 | |
| SAMPLE B1 | System Overview | | SAMPLE |
| SAMPLE C1 | Unit Parameter Add/Update | SAMPLE C1-1 | |
| SAMPLE C2 | Request for Issue | | SA |
| SAMPLE C3 | Rebuild Database | | SA |
| SAMPLE C4 | PLL Update | | SA |

ATTACHMENT A
GLOSSARY

SECTION 1

ABBREVIATIONS AND ACRONYMS

| | |
|--------|---|
| AR | Army Regulation |
| CASCOM | Combined Arms Support Command |
| DA | Department of the Army |
| IAW | In Accordance With |
| N/A | Not Applicable |
| PLL | Prescribed Load list |
| POI | Program of Instruction |
| STAMIS | Standard Army Management Information System |

SECTION 2

TERMS

| | |
|--------------------|---|
| Embedded Training | Training which results from features designed and built into a specific end item of equipment to provide training in the use of that equipment. |
| Evaluation | A process used to determine the value of an item or product. |
| Instructor and Key | Training provided for instructors and Personnel Training key personnel to establish a training capability within using units and proponent school. |
| New Equipment | (Also termed Extension Training). Training Individual training conducted for designated units or personnel on the operation and maintenance of new equipment at specific locations. |
| Training Package | The collection of materials used for the conduct of STAMIS extension training. Usually consisting of a Program of Instruction, Task Selection Matrix, and Lesson Plans and associated instructor materials. |

ATTACHMENT 7
EXAMPLE LESSON PLAN

EXAMPLE LESSON PLAN

TITLE: Unit Parameter Add/Update

LESSON
NUMBER: SAMPLE-C1

OBJECTIVES: 1. Action: The student will add and change a parameter record using the Unit Parameter Add/Update process.

Condition: In a classroom environment, given the resources and references listed below.

Standard: Proficiency will be demonstrated by the student successfully adding and changing a parameter record using the Unit Parameter Add/Update process.

RESOURCES/
REFERENCES: 1. Generic System

2. End User Manual

3. Practical Exercise PE-SAMPLE-C1

METHODS OF
INSTRUCTION: Conference, and practical exercise

TIME: Hours: 1

LESSON
CONTENT:

INTRODUCTION

This lesson will introduce the Unit Parameter Add/Update process. It has the same function as the DODAAC and Security Data process.

The two options available in this process are:

1. Add a DODAAC
2. Update a DODAAC

INSTRUCTOR'S NOTE: If the student's system is powered-down, have the students power-up and log on to the Generic System Main Menu. Ensure that printers are turned on and on-line.

The Unit Parameter Add/Update process allows a DODAAC record to be added or changed. There is no option to delete a DODAAC. To delete a DODAAC, you must contact your AMO. The DODAAC data is divided into eight categories:

- Security Data
- Supply Support Data
- Unit Data
- Maintenance Support Site Data
- AOAP Data

- Unit Parameters
- Demand/Interface Parameters

Are there any questions?

INSTRUCTOR-LED PRACTICAL EXERCISE

This instructor-led practical exercise is divided into two parts. In part I, you will add a DODAAC to the system. In part II, you will update sections of the parameters for a DODAAC.

In each exercise I will point out to you in sequence the data needed for each data field. You will only enter data as directed. Do not touch or press any keys unless told to do so.

INSTRUCTOR'S NOTE: Ensure that students are at the Generic System Main Menu prior to beginning this exercise. The <F1> key is available for help throughout this lesson, if required.

PART I - ADD A DODAAC

- From the Generic System, key in <F9> for System Utilities and press <ENTER>.

The system displays the System Utilities Menu with the Unit Parameter Add/Update process highlighted.

- Press <ENTER> to access the Unit Parameter Add/Update process.

The system displays the Unit Parameters Selections Menu with the option Add a DODAAC highlighted.

- Press <ENTER> to begin the Add a DODAAC option.

The Add a DODAAC option is used for entry of a new DODAAC. DODAACs that already exist on the system cannot be added.

The system displays the DODAAC Files Maintenance screen with the cursor at the first position of the Enter the Unit DODAAC: data field.

- Key in (W45U7F) and press <ENTER>.

The system displays the Security Data Input section with the cursor at the first position of the Commander's User ID.

The Security Data screen contains the User ID and passwords that identify each person authorized to access the system for the DODAAC that is being added or changed. The Commander's Password is required to access the Update DODAAC Parameters option, dispatch inoperative equipment and add or update a DS PLL line with the essentiality code other than C.

- Key in (COMD) for the Commander's User ID.

The cursor is at the first position of the Commander's Password data field.

- Key in (F1) and press <TAB> to advance the cursor to the next data field.

The cursor is at the first position of the Supervisor's User ID data field.

- Key in (COMD2).

The cursor is at the first position of the Supervisor's Password data field.

- Key in (F2) and press <TAB> to advance the cursor to the next data field.

The cursor is at the first position of the Operator 1 User ID data field.

- Key in (COMD3).

The cursor is at the first position of the Operator 1 Password data field.

- Key in (F3).
- Press <SCREEN PRINT> to print the information on the screen.
- We are not going to enter any more data. If all data is correct press <ENTER>.

The system prompts you to re-enter the Commander's Password for verification.

- Key in (F1) and press <ENTER>.

The system prompts you to enter the Supervisor's Password for verification.

- Key in (F2) and press <ENTER>.

The system displays the Supply Support Data input screen with the cursor at the Class IX Common Repair Parts data field.

The Supply Support Data screen contains the identification of the Common, Air and Missile Supply DSUs.

Support DSUs are no longer identified by DODAAC. Instead they are identified by the DSU Designation Codes, which are on-position alphabetic entries that indicate the unit that has a responsibility to provide primary support for the type of supplies requested. The DSU codes assigned will vary depending on the type of supplies requested. Valid entries are: A, B, C, D, E, F, G, H, J and K.

These codes are defined in Appendix F of the EM. If you are not supported by an Aircraft or Missile DSU, you will enter your Common DSU code in the Aircraft and Missile DSU Data fields.

- Key in (A) for the DSU code for Class IX Common Repair Parts.

The cursor is at the Class IX Aircraft Repair Parts data field.

- Key in (F).

The cursor is at the Class IX Missile Repair Parts data field.

- Key in (H).
- If all data is correct, press <ENTER>.

The system displays the Unit Descriptive Data input screen with the cursor at the first position of the Commander's Name data field.

The Unit Data screen contains the Commander's name and the location and phone number of the unit.

- Key in (CPT JOHN T ELLIS) for the Commander's Name and press <TAB> to advance the cursor to the next data field.

The cursor is at the first position of the Unit Name data field.

- Key in (F CO, 2ND SIG BN) and press <TAB> to advance the cursor to the next data field.

The cursor is at the first position of the Post Address & Building data field.

- Key in (AFZP-ZPG-A BLDG 5103) and press <TAB> to advance to the next data field.

The cursor is at the first position of the City, State and Zip data field.

- Key in (FT GORDON, GA 45678) and press <TAB> to advance the cursor to the next data field.

The cursor is at the Phone Number data field.

This system does not use dashes or the space bar when entering dates or phone numbers.

- Key in (9125559999).
- Press <SCREEN PRINT> to print the information on the screen.
- If all data is correct, press <ENTER>.

The system displays the Unit Parameters Input screen with the cursor at the first position of the UIC data field.

The Unit Parameters screen contains the default company dispatcher and the guidelines used when generating SAMS and Supply transactions and maintenance requests.

- Key in (W33UIF) for the UIC.

The cursor is at the Service Designation Code data field.

- Key in (A).

The cursor is at the FAD data field.

- Key in (3).

The cursor is at the Location Code data field.

- Key in (A).

The cursor is at the first position of the Fund Code data field.

- Press <TAB> to leave blank.

The cursor is at the Utilization Code data field.

- Key in (0).

The cursor is at the first position of the Work Order Number data field.

- Key in (00001).

The cursor is at the first position of the Unit Dispatcher data field.

- Key in (SGT ISAAC ROBBINS).
- If all data is correct, press <ENTER>.

The system displays the Supply Parameters input screen with the cursor at the first position of the Beginning Serial Number data field.

The Supply Parameters screen contains the guidelines for assigning document serial numbers and submitting follow-ups.

- Key in (0001) for the Beginning Serial Number.

The cursor is at the first position of the Ending Serial Number data field.

- Key in (0999).

The cursor is at the first position of the Number of Days Before Follow-Up on Priority 01 to 08 Request data field.

- Key in (09).

The cursor is at the first position of the Number of Days Before Follow-up on Priority 09 to 15 Request for data field.

- Key in (30).

The Frequency At Which Records Will Be Purged From The DCR (DAYS) data field is not currently used but a valid entry between 01 and 90 must be entered. Closed documents are moved from the active to inactive DCR when you log off. Documents on the inactive DCR will be purged and printed using the Print/Purge Inactive DCR option of the DCR Inquiry process.

The cursor is at the Frequency At Which Records Will Be Purged From The DCR (Days) data field.

- Key in (30).
- Press <SCREEN PRINT> to print the information on the screen.

- If all data is correct, press <ENTER>.

The system displays the Demand Parameters input screen with the cursor at the first position of the Average Customer Wait Time data field.

The Demand/Interface Parameters screen contains the guidelines that control demand analysis and specify the unit's software interfaces.

- Key in (15) for the Average Customer Wait Time.

The cursor is at the first position of the Date Of The Last Demand Analysis data field.

Do not use dashes or the Space Bar when entering the date.

- Key in (01JUL1990).

The cursor is at the SAMS Indicator Code data field.

The SAMS Indicator Code is used to determine if SAMS transactions will be required. Valid unit level entries are:

| | | |
|-----------------------|----|----------|
| 0 = NO SAMS INTERFACE | OR | 1 = SAMS |
|-----------------------|----|----------|

- Key in (1).

The diskette drive parameter field is used to determine which drive will be used for 5.25-inch diskettes. Valid entries are: A or B; A if you have a desktop computer, or B if you have a laptop computer.

- Key in (A) if you have a desktop or key in (B) if you have a laptop.
- Press <SCREEN PRINT> to print the information on the screen.
- If all data is correct, press <ENTER>.

The system displays the Ground Maintenance Support Site Data input screen with the cursor at the first position of the Direct Support Unit Name data field.

The Maintenance Support Site Data screen contains the maintenance DSU name, location, phone number, required level of maintenance and UIC of the support activity.

- Key in (8TH DS MNT SHOP) and press <TAB> to advance to the next data field.

The cursor is at the first position of the Address & Building Number data field.

- Key in (AFZP-ZIG-B BLDG 14) and press <TAB> to advance to the next data field.

The cursor is at the first position of the City, State and Zip data field.

- Key in (FT GORDON, GA 45678) and press <TAB> to advance to the next data field.

The cursor is at the first position of the Phone Number data field.

- Key in (5556666).

The cursor is at the Level of Maintenance Authorized data field.

- Key in (F).

The cursor is at the first position of the UIC of The Support Activity data field.

- Key in (W80U2D).

- Press <SCREEN PRINT> to print the information on the screen.

- If all data is correct, press <ENTER>.

The system displays the AOAP Data input screen with the cursor at the first position of the Unit MACOM data field.

The AOAP Data screen contains identification of the unit's oil lab.

- Key in (FORSCOM) for the Unit MACOM and press <TAB> to advance to the next data field.

The cursor is at the first position of the Unit AOAP POC data field.

- Key in (SSG RONALD DONALDSON) and press <TAB> to advance to the next data field.

The cursor is at the first position of the Oil Lab Name data field.

- Key in (FT GORDON OIL LAB) and press <TAB> to advance to the next data field.

The cursor is at the Address and Building Number data field.

- Key in (AFZP-ZIG-C BLDG 15) and press <TAB> to advance to the next data field.

The cursor is at the first position of the City, State and Zip data field.

- Key in (FT GORDON, GA 45678).

- Press (SCREEN PRINT) to print the information on the screen.

- If all data is correct, press <ENTER>.

This completes the data entries for the Add a DODAAC option.

The system displays the message "DODAAC Added" and returns to the DODAAC Files Maintenance screen with the cursor at the first position of the Enter The Unit DODAAC data field.

- Press <TAB> to move cursor to the exit prompt.
- Key in (E) and press <ENTER>.

When a new DODAAC is added, the system builds an Equipment Class Code file for that DODAAC.

This completes Part I - Add a DODIC.

Are there any questions?

PART II - UPDATE DODAAC PARAMETERS.

Update DODAAC Parameters is used to change data fields of an existing DODAAC record.

The Update DODAAC Parameters option allows the unit data that was entered into the system to be changed. The unit data may be modified because the original date was incorrect or the data is being updated.

- Highlight the Update DODAAC Parameters option and press <ENTER>.

The system displays the DODAAC Files Maintenance screen with the cursor at the first position of the Enter The Unit DODAAC data field.

- Key in (W45U7F) and press <ENTER>.

The system prompts you to "Enter the Commander's Password:".

- Key in (F1) and press <ENTER>.

The system lists the eight areas of the DODAAC file which may be changed with Security Data highlighted

- Use <TAB> to highlight the required area and then press <ENTER>.
- Highlight Unit Data and press <ENTER>.
- Press <TAB> to move the cursor to the Phone Number data field.
- Key in (9125559998) as the new phone number.
- Press <SCREEN PRINT> to print the information on the screen.
- We are not going to change any more data, press <ENTER>.

The system returns to the DODAAC Files Maintenance screen with the eight areas of the DODAAC file displayed.

For the purposes of this practical exercise, no other changes will be made.

- Key in (E) and press <ENTER>.

The system displays the DODAAC Files Maintenance screen with the cursor at the first position of the Enter The Unit DODAAC: data field.

- Press <TAB> once to move the cursor to the <E> to Exit: data field.

- Key in (E) and press <ENTER>.

The system returns to the Unit Parameter Selections Menu.

This completes Part II - Update DODAAC Parameters.

Are there any questions?

- Key in (E) and press <ENTER> to exit to the System Utilities Menu.

- Key in (E) and press <ENTER> to exit to the Generic System Main Menu.

STUDENT PRACTICAL EXERCISE

INSTRUCTOR'S NOTE: Have the assistant instructor hand out the practical exercise.

Do not start this PE until told to do so. Do not make any marks on this paper.

This practical exercise is divided into two parts. These two parts relate to the two options found in the Unit Parameter Add/Update process.

If you have any problems during the PE, raise your hand and an assistant instructor will help you.

If you have any questions concerning valid entries for a particular data field, press the (F1) key. The system will display a definition and/or valid entries for that data field. Press the <ESC> key to return to the process.

You have 25 minutes to complete this PE.

You may now begin the PE.

INSTRUCTOR'S NOTE: Upon completion of the practical exercise, have the assistant instructor pick up the PEs. Discuss any specific points in reference to the practical exercise and answer questions.

SUMMARY

The Unit Parameter Add/Update process is used to add and change the following data for a specific DODAAC:

- Security Data
- Supply Support Data
- Unit Data

- Maintenance Support Site Data
- AOAP Data
- Unit Parameters
- Supply Parameters
- Demand/Interface Parameters

LESSON PLAN

TITLE: Course Overview and Administration

LESSON NUMBER: SAMPLE A1

OBJECTIVES: 1. Action: Students will complete the student registration form and answer instructor questions about the training schedule and course objectives.

Condition: In a classroom environment, given the resources and references listed below.

Standard: Students will demonstrate proficiency by completing the student registration form and attendance roster, and correctly answering the instructor's questions.

- RESOURCES/
REFERENCES:
1. Overhead projector
 2. Viewgraph
 3. Local SOP
 4. Student registration form
 5. Attendance roster
 6. Student handout (HO-SAMPLE-A1)
 7. Name tags

METHODS OF INSTRUCTION: Conference

TIME: Hours: .2 Instruction: .2 PE: Non

INSTRUCTOR'S NOTE: The primary purpose of this lesson is to inform the students of the course training schedule, objectives, and take attendance. Students will also be informed of break rotations, restrooms, and class rules. Not more than one student should be assigned per computer. Class rules identify the uniform options for this class and establish the smoking, eating and drinking policy in the classroom. A welcome slide and warning slide may be used at the discretion of the instructor. Distribute student handout HO-SAMPLE-A1 and have students complete the student registration form and attendance roster.

LESSON CONTENT:

SLIDE SAMPLE-A1-1 (on) (optional)

GENERAL

Welcome, I am . Other instructors are .

Has everyone completed the student registration form and signed on the attendance roster?

If you haven't, please do so now.

INSTRUCTOR'S NOTE: Have students enter their name (what they wish to be called) and unit on the name plates as the are passed around.

SLIDE SAMPLE-A1-1 (off)

SLIDE SAMPLE-A1-2 (on)

This slide lists the warnings that should be followed to avoid injury.

The warnings are as follows:

- Electrocution can result if equipment is operated without proper ground.
- Do not place equipment directly on wet ground, snow or ice for operation.
- Equipment uses power line voltage. Serious injury or death may occur on contact. Observe safety precautions when connecting power cables or performing maintenance.
- Before connecting the equipment to a power source, ensure all power switches are in the off position.
- If using extension cords, only use approved, heavy duty cords.

SLIDE SAMPLE-A1-2 (off)

SLIDE SAMPLE-A1-3 (on)

This slide lists the safety steps that should be followed in the event of an electrical incident. These steps are also listed in the front of your End User Manual (EM) and your student handout.

The safety steps are as follows:

- If someone is injured from electrical shock, do not touch them or grab them. This can result in you being electrocuted too.
- If possible, turn off the source of electrical power.
- If the power cannot be turned off, move the person to safety using an insulated instrument such as a wooden pole or rope. Remember, do not touch them yourself.
- Send for help as soon as possible.
- Once the person is removed from contact with the electrical source, start artificial resuscitation.

Are there any questions?

SLIDE SAMPLE-A1-3 (off)

This is a 10.0 hour course designed to give Generic Systems operators who are proficient in the manual system, you will practice certain key processes and be introduced to system changes. The objective is that you will return to your units able to use the new automated system without problems.

All students, regardless of background, must pay close attention to the directions of the instructor. Do not perform any action or make any selections on the system without being instructed to do so.

Training will continue through today and half of tomorrow. At the conclusion of training, we will convert your unit's database to the new automated baseline.

Breaks will be held approximately every hour for about 10 minutes.

Lunch will be for one hour starting at hrs. and training will conclude today at hrs.

Anyone that may have trouble adhering to the training schedule should identify themselves now so that a replacement can be arranged.

Are there any questions?

INSTRUCTOR'S NOTE: Identify to the project officer any students who will miss training. The project officer may choose to contact the student's unit for a replacement.

In this training area, restrooms are located .
Snack machines (if available) are located .
Break/smoking areas are located .
The uniform options for this class are .
There will be no smoking in the classroom, and no consumption of food or beverage in the classroom.

Are there any questions?

INSTRUCTOR'S NOTE: Select students at random to answer the following questions:

Question 1: Is it expected that the students in this class have experience using the manual system?

Answer 1: Yes

Question 2: What time will class end today?

Answer 2: (Answer should be consistent with training schedule).

Question 3: What time will class resume tomorrow?

Answer 3: (Answer should be consistent with training

schedule).

Are there any questions?

SUMMARY

During this lesson, we have covered:

- Training schedule
- Break locations
- Restroom locations
- Classroom policies

Are there any questions?

STUDENT INFORMATION HANDOUT
(HO-SAMPLE-A1)

TITLE: Course Overview and Administration

LESSON
NUMBER: SAMPLE-A1

OBJECTIVES: 1. Action: Students will complete the student registration form and answer instructor questions about the

Condition: In a classroom environment, given the resources and references listed below.

Standard: Students will demonstrate proficiency by completing the student registration form and attendance roster, and correctly answering the instructor's questions.

RESOURCES/
REFERENCES: 1. Overhead projector

2. Viewgraph
3. Local SOP
4. Student registration form
5. Attendance roster
6. Student handout (HO-SAMPLE-A1)
7. Name tags

WARNING

Electrocution can result if equipment is operated without proper ground.

WARNING

Do not place equipment directly on wet ground, snow or ice for operation.

WARNING

Equipment uses power line voltage. Serious injury or death may occur on contact. Observe safety precautions when connecting power cables or performing maintenance.

WARNING

Before connecting the equipment to a power source, ensure all power switches are in the off position.

WARNING

If using extension cords, only use approved, heavy duty cords.

SAFETY STEPS TO FOLLOW IF SOMEONE IS THE VICTIM OF ELECTRICAL SHOCK

1. DO NOT TRY TO PULL OR GRAB THE INDIVIDUAL.
2. IF POSSIBLE, TURN OFF THE ELECTRICAL POWER.
3. IF YOU CANNOT TURN OFF THE ELECTRICAL POWER, PULL, PUSH, OR LIFT THE PERSON TO SAFETY USING A WOODEN POLE OR A ROPE OR SOME OTHER INSULATING MATERIAL.
4. SEND FOR HELP AS SOON AS POSSIBLE.
5. AFTER THE PERSON IS FREE OF CONTACT WITH THE SOURCE OF ELECTRICAL SHOCK, MOVE THE PERSON A SHORT DISTANCE AND IMMEDIATELY START CARDIOPULMONARY RESUSCITATION.

POI FILE INDEX

GENERIC SYSTEM OPERATOR TRAINING COURSE

| POI FILE NUMBER | TITLE |
|-----------------|------------------------------------|
| SAMPLE-A1 | Course Overview and Administration |
| SAMPLE-B1 | System Overview |
| SAMPLE-C1 | Unit Parameter Add/Update |
| SAMPLE-C2 | Request for Issue |
| SAMPLE-C3 | Rebuild Database |
| SAMPLE-C4 | Update PLL |

TEACHING PLAN

DAY 1

COURSE OVERVIEW

Instruction - Course Overview and Administration (A1) .5
 The student will receive an overview of the Operator Training Course and be briefed on administrative details.

SYSTEM OVERVIEW

Instruction - System Overview (B1) 1.2
 The student will access the Generic System menus and review the processes available.

KEY PROCESSES

Instruction - Unit Parameter Add/Update (C1) 1.2
 The student will add and change a parameter record using the Parameter Add/Update process.

Practical Exercise 0.4
 The student will add and change a parameter record using the Parameter Add/Update process.

Instruction - Request for Issue 1.7
 The student will process Requests for Issue for various types of requests handled by the Generic System.

Instruction - Rebuild Database 0.8
 The student will run the Rebuild Database process.

Practical Exercise 1.5
 The student will run the Rebuild Database process.

INSTRUCTION 4.8

PRACTICAL EXERCISE 1.9

BREAKTIME 1.0

TOTAL TIME 7.7

DAY 2

KEY PROCESSES

Instruction - PLL Update 0.7
 The student will add, change and delete a PLL line.

Practical Exercise 1.5
 The student will add, change and delete a PLL line.

INSTRUCTION 0.7

PRACTICAL EXERCISE 1.5

BREAKTIME 0.2

TOTAL TIME

2.4

LESSON PLAN

TITLE: Rebuild Database

LESSON
NUMBER: SAMPLE-C3

OBJECTIVES: 1. Action: The student will run the Rebuild Database process.
 Condition: In a classroom environment, given the resources and references listed below.
 Standard: Proficiency will be demonstrated by the student's successful completion of the Rebuild Database process.

RESOURCES/
REFERENCES: 1. Generic System
 2. End User Manual

METHODS OF
INSTRUCTION: Conference, practical exercise

TIME: Hours: .2 Instruction: .1 PE: .1

LESSON
CONTENT:

INTRODUCTION

The Rebuild Database process is used to rebuild the database index files and/or restructure the database records. There are three instances when the Rebuild Database option must be run:

- If you receive an ICP or SCP.
- If you experience any database problems.
- If you restore your database.

INSTRUCTOR-LED PRACTICAL EXERCISE

INSTRUCTOR'S NOTE: Make sure that each system is powered up and in the Generic System Main Menu.

This instructor-led practical exercise will take you through the Rebuild Database process.

Are there any questions?

The system is at the Generic System Main Menu.

You have just received a new SCP and loaded it on your database. You must now run the Rebuild Database process.

- Key in (L) and press <ENTER> to run the Rebuild Database process.

When the process has completed running, the system returns to the Generic System Main Menu.

You have just simulated one of the situations in which it would be necessary to run the Rebuild Database process.

Are there any questions?

SUMMARY

The Rebuild Database process is used to rebuild the database index files and/or restructure the database records. There are three instances in which the Rebuild Database option must be run:

- If you receive an ICP or SCP.
- If you experience any database problems.
- If you restore your database.

ATTACHMENT 8

STUDENT TRAINING COURSE FORMS

The Student Training Course Forms, Student Registration Form; Installation Training, Attendance and Rating Record; Student Evaluation of Training; and Certificate of Training are included, respectively.

EXHIBIT A

Contract Data Requirements List