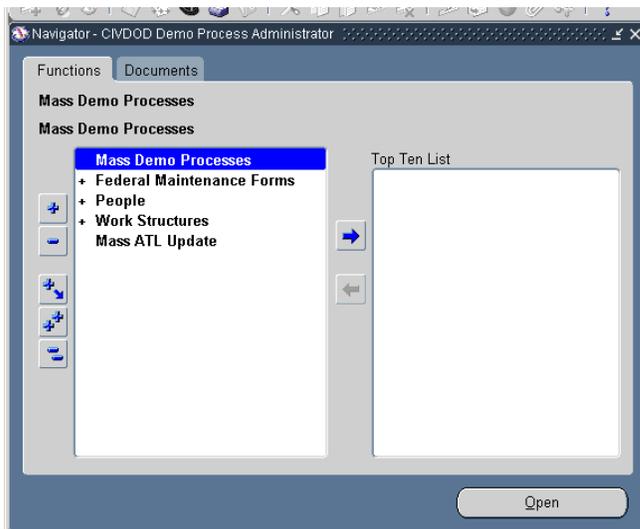


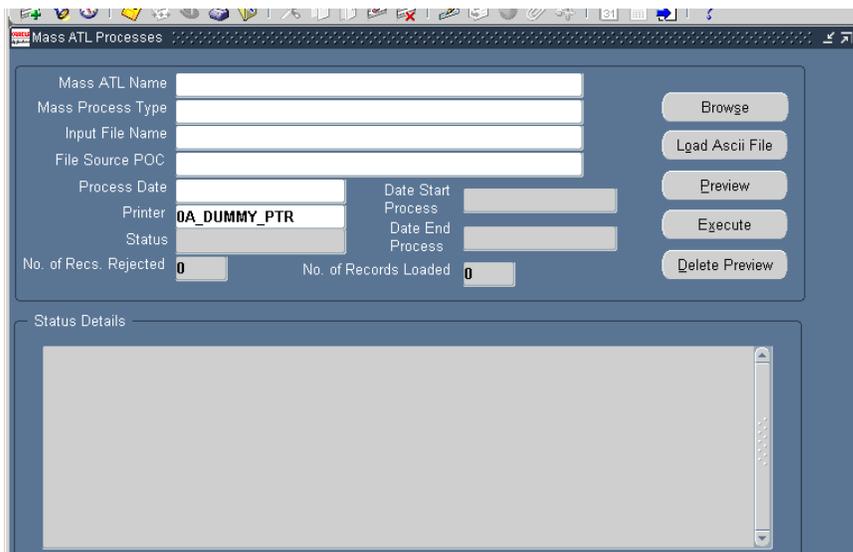
Special Read Me File
Acquisition, Technology and Logistics (AT&L)
Mass Update Process

There are six new mass update processes for AT&L contained in the patch. Special instructions apply to properly manage and execute the mass update process. While there are routine AT&L business rules embedded with the mass update process, the user is cautioned that it is possible to unintentionally update an employee or position record with sensitive acquisition program information that might not apply to that record.

Responsibility – You must be signed on as CIVDOD Demo Process Administrator. A picture of that screen is outlined below.

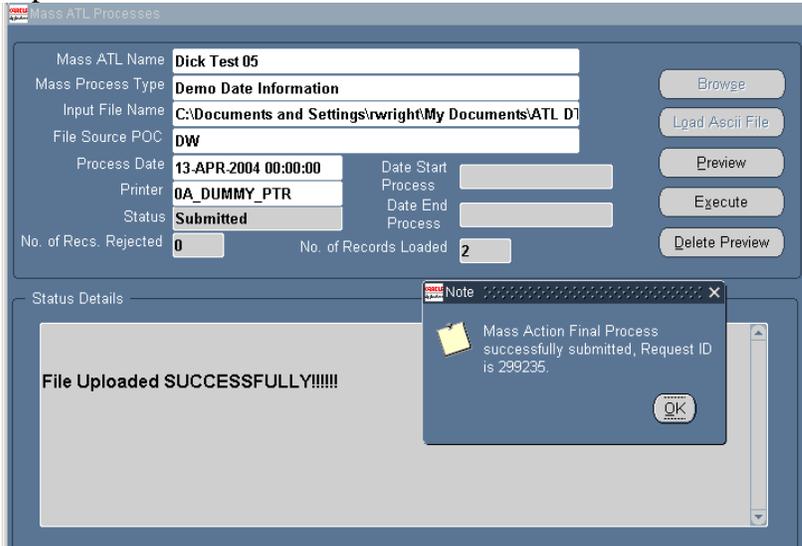


Click on the Mass ATL Update to view the request page as shown below.



This preview screen will show each data column with the name of the data field and the unique data that will be updated for each record (row).

Once the user is satisfied that the data is ready to be updated, the execute button can be depressed. The result is shown below.



As this screen shows the status has been updated to reflect that the file has been submitted for execution. At this point the user can click on VIEW requests and click on Find and see the results of the mass file update. This will show the Mass ATL Update with a parameter number along with 3 or four other reports with the same parameter number. There will be a completion report for mass update ATL, Error listing for Mass update ATL, Warning listing for Mass update ATL; in situations where key acquisition information is being updated on an employee record an acquisition career brief will be created. A copy of each report is shown below.

The screenshot shows the 'Requests' application window with a table of request details. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters. The data is as follows:

Request ID	Name	Parent	Phase	Status	Parameters
299238	Warning Listing for Mass		Completed	Warning	150
299237	Error Listing for Mass Up		Completed	Warning	150
299236	Completion Report for M.		Completed	Warning	150
299235	Mass ATL Update		Completed	Normal	150
299197	Warning Listing for Mass		Completed	Warning	149
299196	Error Listing for Mass Up		Completed	Warning	149
299195	Completion Report for M.		Completed	Warning	149
299194	Acquisition Employee Ca		Completed	Warning	13-APR-04, 45230
299193	Acquisition Employee Ca		Completed	Warning	13-APR-04, 32623
299192	Acquisition Employee Ca		Completed	Warning	13-APR-04, 34268

Buttons at the bottom include 'Hold Request', 'View Details...', 'View Output', 'Cancel Request', 'Diagnostics', and 'View Log...'.

Completion Report for Mass Upd_130404[2].ps - GSview

File Edit Options View Orientation Media Help

...ss Upd_130404[2] Page: "1" 1 of 1

PERSONAL DATA - PRIVACY ACT OF 1974 Page 1 of 1

Completion Report for Mass Update Capability

To:DW

Subject: Acquisition Data Mass Update

Your Mass Update File C:\Documents and Settings\rwright\My Documents\ATL DT DEMO NEW 2.csv containing Acquisition Data finished processing on 13-APR-2004 at 16:24

Number of successful updates:2

Number of Rejects:0

Error Listing for Mass Update_130404[1].ps - GSview

File Edit Options View Orientation Media Help

...pdate_130404[1] Page: "1" 1 of 1

PERSONAL DATA - PRIVACY ACT OF 1974 Page 1 of 1

Error Listing for Mass Update Capability

To:DW

Subject: Acquisition Data Mass Update Error List

File ID:C:\Documents and Settings\rwright\My Documents\ATL DT DEMO NEW 2.csv

CPO/CPAC ID:

Processing Date:13-APR-2004

The following updates, on the employees indicated, did not update for the reasons displayed:

Name	SSN	Position Number	Reject Message
------	-----	-----------------	----------------

Microsoft Excel - ATL MASS UPDATE12.xls

File Edit View Insert Format Tools Data Window Help

Arial

Microsoft Excel

The selected file type does not support workbooks that contain multiple sheets.

- To save only the active sheet, click OK.
- To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.

OK Cancel

	A	B	C	D	E
1					
2					
3	ssan	points	fiscal yr	file source	POC
4					
5	633-00-6463	12	2002		
6	107-16-2404	16	2003		
7	561-26-6037	18	2003		
8					
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ACQ POSN EMPL DATA ACQ CERT AND CORPS DATA ACQ CONTINUOUS LEARNING DT ENTER DE

Ready NUM

Start G:\... Inb... Re... CIV... Elm... Th... PV... Or... C:\... Exc... [4]... pro... Mic... 2:02 PM

Microsoft Excel - ATL MASS UPDATE_cont_learn.csv

File Edit View Insert Format Tools Data Window Help

Microsoft Excel

ATL MASS UPDATE_cont_learn.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

Help Yes No

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4				POC
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6	107-16-2404	16	2003	
7	561-26-6037	18	2003	
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ACQ POSN EMPL DATA ACQ CERT AND CORPS DATA ATL MASS UPDATE_cont_learn DT ENTER

Ready NUM

Start G:\... Inb... Re... CIV... Elm... Th... PV... Or... C:\... Exc... [4]... pr... Mi... Do... 2:03 PM

Microsoft Excel - ATL MASS UPDATE_cont_learn.csv

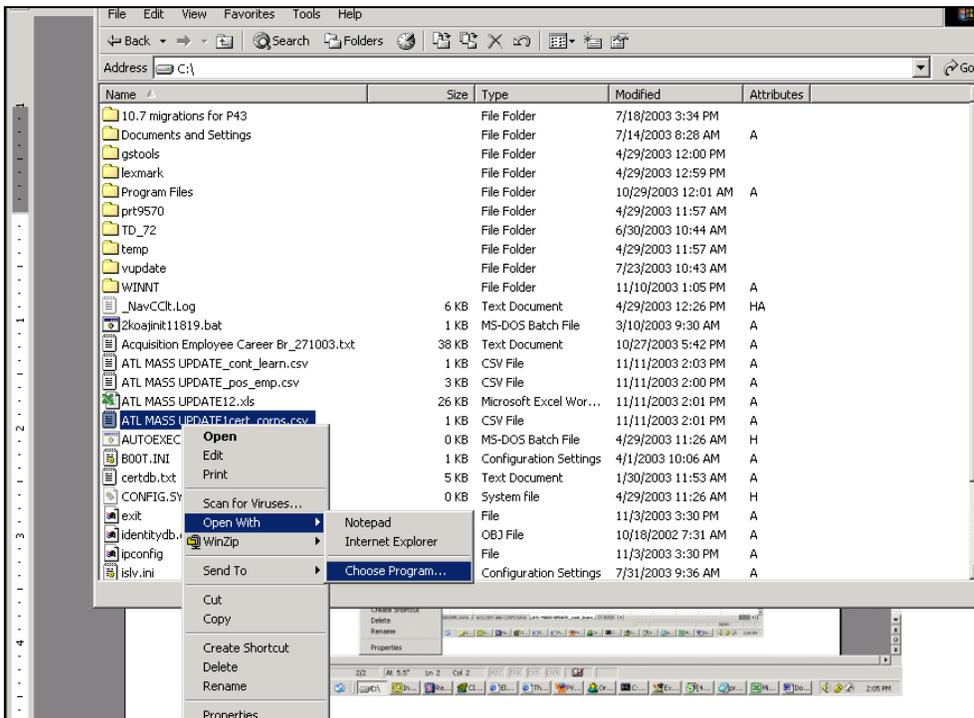
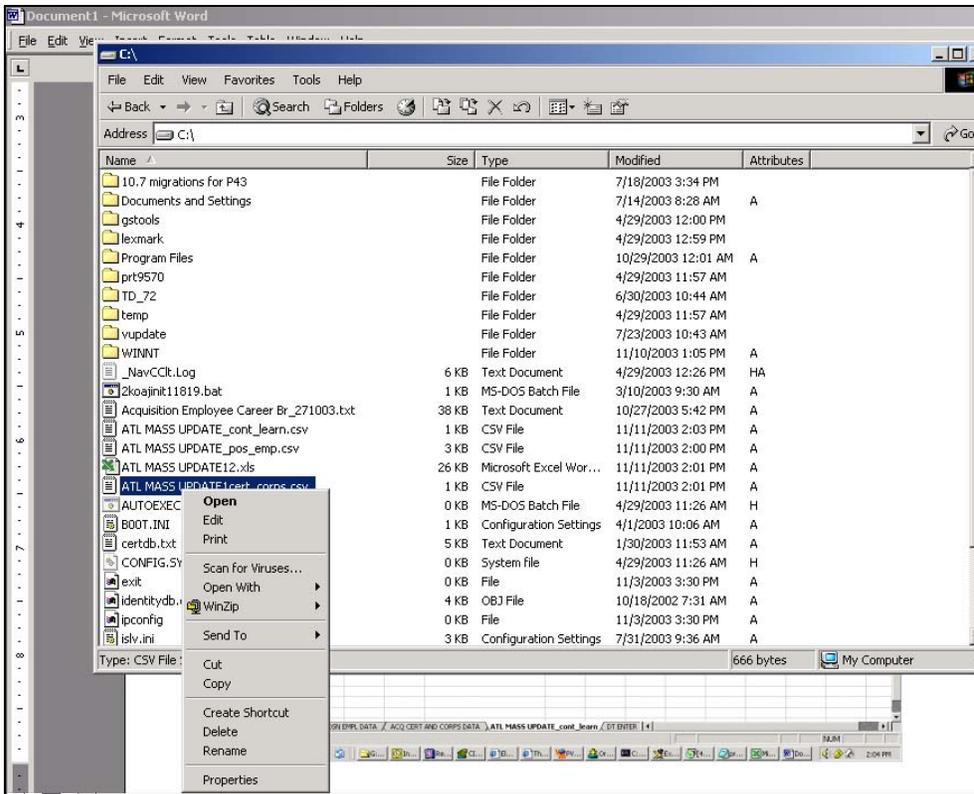
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3	ssan	points	fiscal yr	file source POC								
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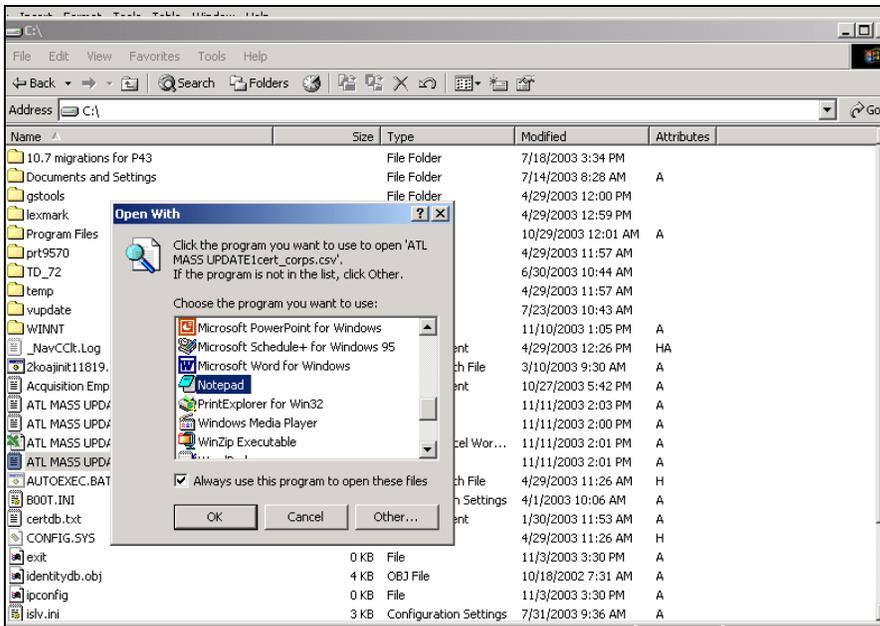
Save As dialog box details:
Save in: Local Disk (C:)
File name: ATL MASS UPDATE_cont_learn.csv
Save as type: CSV (Comma delimited) (*.csv)

Microsoft Excel - ATL MASS UPDATE_cont_learn.csv

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3	ssan	points	fiscal yr	file source POC								
4												
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6	107-16-2404	16	2003									
7	561-26-6037	18	2003									
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Microsoft Excel dialog box:
Do you want to save the changes you made to 'ATL MASS UPDATE_cont_learn.csv'?
Buttons: Yes, No, Cancel





Saving the Excel as a comma delimited file and opening the file in Notepad will allow the user to see the structure. Any record changes can be made either through the Notepad or the Excel spreadsheet and saved for later file update.

The file layout for each of the six mass update processes is outlined below. The first file layout is for the mass update to Position or Employee Data. This allows the mass update of either employee data or position data in the same mass file update.

MASS UPDATE FILE FORMAT - ACQ_POSN_EMPL_DATA				
ITEM NR	Data Length	DATA FIELD/LEFT PROMPT NAME	NAVIGATION PATH	SIT/FLEXFIELD
1	11	Social Security		
2	5	Sequence Number		
3	1	Career Level	Work Structures/Position/Description/Extra Information	Acquisition Program Information
4	1	Contractor Job Site	Work Structures/Position/Description/Extra Information	Acquisition Program Information
5	1	Critical Position	Work Structures/Position/Description/Extra Information	Acquisition Program Information
6	1	Job Specialty 1	Work Structures/Position/Description/Extra Information	Acquisition Program Information
7	1	Job Specialty 2	Work Structures/Position/Description/Extra Information	Acquisition Program Information
8	1	Career Category	Work Structures/Position/Description/Extra Information	Acquisition Program Information
9	1	Program Type	Work Structures/Position/Description/Extra Information	Acquisition Program Information
10	1	Special Assignment	Work Structures/Position/Description/Extra Information	Acquisition Program Information
11	1	Systems Program Office	Work Structures/Position/Description/Extra Information	Acquisition Program Information
12	11	Date Start Certification Requirements	People/Enter and Maintain/Extra Information	Acquisition Basic Data

13	11	Date Level Certification Due	People/Enter and Maintain/Extra Information	Acquisition Basic Data
14	1	Certification Extension Approved	People/Enter and Maintain/Extra Information	Acquisition Basic Data
15	11	Date Certification Extension Approved	People/Enter and Maintain/Extra Information	Acquisition Basic Data
16	3	Months Acquisition Exp	People/Enter and Maintain/Extra Information	Acquisition Basic Data
17	11	Dt Months Exp Input	People/Enter and Maintain/Extra Information	Acquisition Basic Data
18	3	Months SPO Experience	People/Enter and Maintain/Extra Information	Acquisition Basic Data
19	11	Date SPO Experience Updated	People/Enter and Maintain/Extra Information	Acquisition Basic Data
20	11	Date Asgt Review Completed	People/Enter and Maintain/Extra Information	Acquisition Basic Data
21	1	Asgt Review Action Type	People/Enter and Maintain/Extra Information	Acquisition Basic Data
22	1	Intern Program Indicator	People/Enter and Maintain/Extra Information	Acquisition Basic Data
23	1	CO-OP Program Indicator	People/Enter and Maintain/Extra Information	Acquisition Basic Data
24	1	Tuition Indicator	People/Enter and Maintain/Extra Information	Acquisition Basic Data
25	1	Student Loan Indicator	People/Enter and Maintain/Extra Information	Acquisition Basic Data
26	1	Employee Career Field	People/Enter and Maintain/Extra Information	Acquisition Basic Data
27	11	Dt Tenure Agreement Ends	People/Enter and Maintain/Extra Information	Acquisition Basic Data
28	11	Date Asgt Review Due	People/Enter and Maintain/Extra Information	Acquisition Basic Data
29	1	Qualification Basis	People/Enter and Maintain/Extra Information	Acquisition 1102 Series
30	11	Dt Appointed / Qualified	People/Enter and Maintain/Extra Information	Acquisition 1102 Series
31	1	Qual Basis - Education	People/Enter and Maintain/Extra Information	Acquisition 1102 Series
32	1	Waiver Type	People/Enter and Maintain/Extra Information	Acquisition 1102 Series
33	1	Waiver Reason	People/Enter and Maintain/Extra Information	Acquisition 1102 Series
34	1	Waiver Level	People/Enter and Maintain/Extra Information	Acquisition 1102 Series
35	1	Waiver Series	People/Enter and Maintain/Extra Information	Acquisition 1102 Series
36	11	Date Waiver Granted	People/Enter and Maintain/Extra Information	Acquisition 1102 Series
37	1	Qualification Basis	People/Enter and Maintain/Extra Information	Acquisition Contracting Officer
38	1	Qual Basis - Courses	People/Enter and Maintain/Extra Information	Acquisition Contracting Officer

39	1	Qual Basis - Experience	People/Enter and Maintain/Extra Information	Acquisition Contracting Officer
40	1	Qual Basis - Education	People/Enter and Maintain/Extra Information	Acquisition Contracting Officer
41	11	Dt Appointed / Qualified	People/Enter and Maintain/Extra Information	Acquisition Contracting Officer
42	1	Waiver Type	People/Enter and Maintain/Extra Information	Acquisition Contracting Officer
43	1	Waiver Reason	People/Enter and Maintain/Extra Information	Acquisition Contracting Officer
44	1	Waiver Level	People/Enter and Maintain/Extra Information	Acquisition Contracting Officer
45	1	Waiver Education	People/Enter and Maintain/Extra Information	Acquisition Contracting Officer
46	1	Waiver Experience	People/Enter and Maintain/Extra Information	Acquisition Contracting Officer
47	1	Waiver Courses	People/Enter and Maintain/Extra Information	Acquisition Contracting Officer
48	11	Date Waiver Granted	People/Enter and Maintain/Extra Information	Acquisition Contracting Officer
49		Warrant Type	People/Enter and Maintain/Special Information	ACQ- Warrant Data
50		Warrant Amount	People/Enter and Maintain/Special Information	ACQ- Warrant Data
51		Warrant Type (From Date)	People/Enter and Maintain/Special Information	ACQ- Warrant Data
52		Warrant Type (To Date)	People/Enter and Maintain/Special Information	ACQ- Warrant Data
53		File Source POC - Name, Telephone Nr, Fax Number, e-mail address		

Outlined below is the Mass Update file structure for ACQ Certification and Corps Data.

MASS UPDATE FILE FORMAT - ACQ_CERT_AND_CORPS_DATA				
ITEM NR	Data Length	DATA FIELD/LEFT PROMPT NAME	NAVIGATION PATH	SIT/FLEXFIELD
1	11	Social Security		
2	1	Acq Cert Career Field	People/Enter and Maintain/Special Information	ACQ- Career Level Certifications
3	1	Acq Career Level Achieved	People/Enter and Maintain/Special Information	ACQ- Career Level Certifications

4	1	Acq Career Level Approval Authority	People/Enter and Maintain/Special Information	ACQ- Career Level Certifications
5	11	Date Acq Career Level Achieved	People/Enter and Maintain/Special Information	ACQ- Career Level Certifications
6	11	Dt Appointed / Qualified	People/Enter and Maintain/Extra Information	Acquisition Corps Data
7	1	Qualification Basis	People/Enter and Maintain/Extra Information	Acquisition Corps Data
8	1	Qual Basis - Grade	People/Enter and Maintain/Extra Information	Acquisition Corps Data
9	1	Qual Basis - Experience	People/Enter and Maintain/Extra Information	Acquisition Corps Data
10	1	Qual Basis - Degree	People/Enter and Maintain/Extra Information	Acquisition Corps Data
11	1	Qual Basis - Credit Hrs	People/Enter and Maintain/Extra Information	Acquisition Corps Data
12	1	Qual Basis – Training	People/Enter and Maintain/Extra Information	Acquisition Corps Data
13	1	Waiver Type	People/Enter and Maintain/Extra Information	Acquisition Corps Data
14	1	Waiver Reason	People/Enter and Maintain/Extra Information	Acquisition Corps Data
15	1	Waiver Level	People/Enter and Maintain/Extra Information	Acquisition Corps Data
16	1	Waiver Education	People/Enter and Maintain/Extra Information	Acquisition Corps Data
17	1	Waiver Experience	People/Enter and Maintain/Extra Information	Acquisition Corps Data
18	1	Waiver Grade	People/Enter and Maintain/Extra Information	Acquisition Corps Data
19	1	Waiver Training	People/Enter and Maintain/Extra Information	Acquisition Corps Data
20	11	Date Waiver Granted	People/Enter and Maintain/Extra Information	Acquisition Corps Data
21		File Source POC - Name, Telephone Nr, Fax Number, e-mail address		

Outlined below is the file format for the Mass Update ACQ Waiver Data.

MASS UPDATE FILE FORMAT - ACQ_WAIVER_DATA				
ITEM NR	Data Length	DATA FIELD/LEFT PROMPT NAME	NAVIGATION PATH	SIT/FLEXFIELD
1	11	Social Security		
2	1	Waiver Type	People/Enter and Maintain/Special Information	ACQ – Crit Acq Posn Waivers
3	1	Waiver Reason	People/Enter and Maintain/Special Information	ACQ – Crit Acq Posn Waivers
4	1	Waiver Level	People/Enter and Maintain/Special Information	ACQ – Crit Acq Posn Waivers
5	11	Date Waiver Granted	People/Enter and Maintain/Special Information	ACQ – Crit Acq Posn Waivers

6	1	Exception to CAP Quals	People/Enter and Maintain/Special Information	ACQ – Crit Acq Posn Waivers
7	11	Date Exception Granted	People/Enter and Maintain/Special Information	ACQ – Crit Acq Posn Waivers
8	1	Waiver Type	People/Enter and Maintain/Special Information	ACQ – Other CAP Waivers
9	1	Waiver Reason	People/Enter and Maintain/Special Information	ACQ – Other CAP Waivers
10	1	Waiver Level	People/Enter and Maintain/Special Information	ACQ – Other CAP Waivers
11	1	Waiver CORPS Membership	People/Enter and Maintain/Special Information	ACQ – Other CAP Waivers
12	11	Date Waiver Granted	People/Enter and Maintain/Special Information	ACQ – Other CAP Waivers
13	1	Waiver Type	People/Enter and Maintain/Special Information	ACQ – PEO Waivers
14	1	Waiver Reason	People/Enter and Maintain/Special Information	ACQ – PEO Waivers
15	1	Waiver Level	People/Enter and Maintain/Special Information	ACQ – PEO Waivers
16	1	Waiver Courses	People/Enter and Maintain/Special Information	ACQ – PEO Waivers
17	1	Waiver Experience	People/Enter and Maintain/Special Information	ACQ – PEO Waivers
18	1	Waiver CAP Experience	People/Enter and Maintain/Special Information	ACQ – PEO Waivers
19	1	Waiver PM/DPM Experience	People/Enter and Maintain/Special Information	ACQ – PEO Waivers
20	1	Waiver CORPS Membership	People/Enter and Maintain/Special Information	ACQ – PEO Waivers
21	11	Date Waiver Granted	People/Enter and Maintain/Special Information	ACQ – PEO Waivers
22	1	Waiver Type	People/Enter and Maintain/Special Information	ACQ – PM And DPM Waivers
23	1	Waiver Reason	People/Enter and Maintain/Special Information	ACQ – PM And DPM Waivers
24	1	Waiver Level	People/Enter and Maintain/Special Information	ACQ – PM And DPM Waivers
25	1	Waiver Courses	People/Enter and Maintain/Special Information	ACQ – PM And DPM Waivers
26	1	Waiver Experience	People/Enter and Maintain/Special Information	ACQ – PM And DPM Waivers
27	1	Waiver SPO Experience	People/Enter and Maintain/Special Information	ACQ – PM And DPM Waivers
28	1	Waiver CORPS Membership	People/Enter and Maintain/Special Information	ACQ – PM And DPM Waivers
29	11	Date Waiver Granted	People/Enter and Maintain/Special Information	ACQ – PM And DPM Waivers
30	1	Waiver Type	People/Enter and Maintain/Special Information	ACQ – SCO Waivers
31	1	Waiver Reason	People/Enter and Maintain/Special Information	ACQ – SCO Waivers
32	1	Waiver Level	People/Enter and Maintain/Special Information	ACQ – SCO Waivers

33	1	Waiver Experience	People/Enter and Maintain/Special Information	ACQ – SCO Waivers
34	1	Waiver CORPS Membership	People/Enter and Maintain/Special Information	ACQ – SCO Waivers
35	11	Date Waiver Granted	People/Enter and Maintain/Special Information	ACQ – SCO Waivers
36	1	Waiver Type	People/Enter and Maintain/Special Information	ACQ – SES Waivers
37	1	Waiver Reason	People/Enter and Maintain/Special Information	ACQ – SES Waivers
38	1	Waiver Level	People/Enter and Maintain/Special Information	ACQ – SES Waivers
39	1	Waiver Experience	People/Enter and Maintain/Special Information	ACQ – SES Waivers
40	1	Waiver CAP Experience	People/Enter and Maintain/Special Information	ACQ – SES Waivers
41	1	Waiver CORPS Membership	People/Enter and Maintain/Special Information	ACQ – SES Waivers
42	11	Date Waiver Granted	People/Enter and Maintain/Special Information	ACQ – SES Waivers
43		File Source POC - Name, Telephone Nr, Fax Number, e-mail address		

The following table outlines the structure for the Mass Update for ACQ Continuous Learning

Item Nr	Data Length	Data Field Left Prompt	Navigation Path	SIT/Flexfield
1	11	Social Security		
2	3	Continuous Learning Points	People/Enter and Maintain /Special Information	ACQ Continuous Learning
3	4	Continuous Learning Fiscal Year Cycle	People/Enter and Maintain /Special Information	ACQ Continuous Learning
4		File Source POC – Name, Telephone NR, e-mail		

The following table outlines the structure for the Mass Update for populating Pay Pool Identifier for ACQ Demo participants.

Item Nr	Data Length	Data Value	Navigation Path	SIT/Flexfield
1	2	SOID	Work Structure/Position /Description	Additional Position Info
2	1	,		Comma Delimiter
3	31	Psn Desc Nr + “.” + Seq Nr	Work Structure/Position	Position Nr and Sequence Nr must be separated with a period
4	1	,		Comma Delimiter
5	6	Pay Pool Identifier	Work Structure/Position /Extra Position Information	Demo Project Information

The following table outlines the structure for the Mass Update for populating Demo Date Information.

Item Nr	Data Length	Data Value	Navigation Path	SIT/Flexfield
1	2	SOID	Work Structure/Position	Additional Position Info
2	1	,		Comma Delimiter
3	11	Social Security		
4	1	,		Comma Delimiter
5	1	Demo Location Code	People/Enter and Maintain /Special Information	Demo Date Information
6	1	,		Comma Delimiter
7	11	Date Entered Demo	People/Enter and Maintain /Special Information	Demo Date Information
8	1	,		Comma Delimiter
9	11	Date Left Demo	People/Enter and Maintain /Special Information	Demo Date Information