PAPERWORK REDUCTION ACT
MANAGEMENT SYSTEM II

SYSTEM ADMINISTRATOR MANUAL

COMPEX
Corporation

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SYSTEM ADMINISTRATOR MANUAL

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1.0 INTRODUCTION

1.1 Overview

This manual is for the administration of the Paperwork Reduction Act Managements System II (PRAMS II). It should be used only by personnel designated as System Administrator and with a PRAMS II security level which allows write access to all files.

This document covers all aspects of system administration including the following:

- o   Table Maintenance

- o   Archiving records

- o   Exporting databases

- o   Backup/Restore data

- o   Print reports from disk files

- o   Recover from system failure

- o   Dump SF-83 data for all ICRs to printer

The first four items listed above are an integrated part of PRAMS II and may be accessed through the system menus by authorized users. The last three functions are performed outside of PRAMS II in the DOS environment.

1.2 Conventions

The conventions used in this manual, and those related to the PRAMS II operational environment, are listed in the first section of the PRAMS II User Manual. Please refer to this document for clarification of terminology.

2.0   SYSTEM ADMINISTRATION within PRAMS II

The System Administration functions allow authorized users to:

(1)   add/update the user table

(2)   update the system tables

(3)   archive records

(4)   backup/export data files

(5)   export data to dbase

(6)   restore data files.

The SYSTEM ADMIN MENU is accessed through the PRAMS II MAIN MENU.
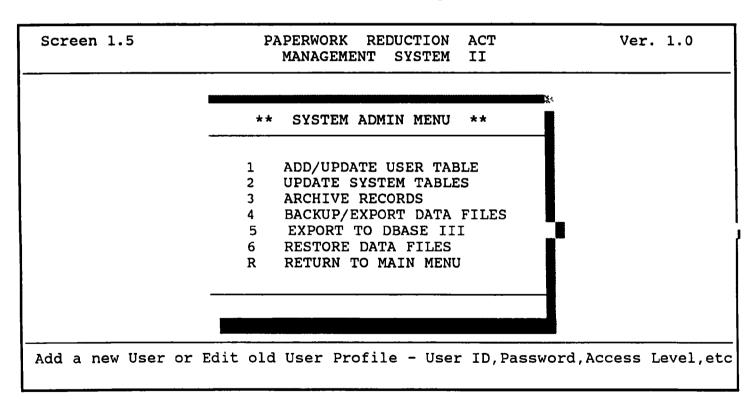
```
┌─────────────────────────────────────────────────────────────────────────┐
│  Screen 1.5             PAPERWORK   REDUCTION   ACT        Ver. 1.0        │
│                         MANAGEMENT   SYSTEM   II                           │
├───────────────────────────────────────────────────────────────────────────┤
│                                                                           │
│                 ██████████████████████████████████                        │
│                                                                           │
│                 **   SYSTEM ADMIN MENU   **       █                        │
│                                                   █                        │
│                                                   █                        │
│            1    ADD/UPDATE USER TABLE             █                        │
│            2    UPDATE SYSTEM TABLES              █                        │
│            3    ARCHIVE RECORDS                   █                        │
│            4    BACKUP/EXPORT DATA FILES          █                        │
│            5     EXPORT TO DBASE III              █  ██                     │
│            6    RESTORE DATA FILES                █ ██                      │
│            R    RETURN TO MAIN MENU               █                        │
│                                                   █                        │
│                                                   █                        │
│                 ██████████████████████████████████                        │
│                                                                           │
├───────────────────────────────────────────────────────────────────────────┤
│  Add a new User or Edit old User Profile - User ID,Password,Access Level,etc│
└─────────────────────────────────────────────────────────────────────────┘
```

Figure 1
System Administration Menu

2.1   Adding or Updating a User

The System Administrator has the ability to add new users or
to update passwords or security levels of existing users.

Steps

2.1.1   Adding a New User

   1.   From the MAIN MENU select SYSTEM ADMINISTRATION.

   2.   From the SYSTEM ADMIN MENU select ADD/UPDATE USER
         TABLE.

   3.   At the prompt, type <A> to add a new user.

   4.   Fill in the information requested:
         (see Figure 2 on following page)

         User ID: This is restricted to 10 characters. It
                      is recommended that the person's full
                      name or first initial and last name be
                      used.

         Password: The password can be a maximum of 10
                      characters (numbers or letters). The
                      password does not have to be a word;
                      however, it is recommended that the
                      password selected is one which the user
                      will be able to remember. For security
                      purposes, the password does not appear
                      on the screen when entered at login.

         User Name: Input the user's name here. This field
                      may contain up to 25 characters.

         Security: Enter the level of security being
                      assigned to this user.

                      0   Read only access
                      1   Read and write access.

*NOTE: Only the System Administrator should be granted a
          security level of 1; all others must be 0. The

password for the System Administrator must be kept
from general distribution to maintain data integrity.

5.   When prompted, press <Y> to add additional new users;
      Press <N> to return to the SYSTEM ADMIN MENU.

```
Screen 1.5.1a          PAPERWORK  REDUCTION  ACT          Page 1 of 1
```

```
                    +-------------------------------------+
                    |         * NEW USER INPUT *          |
                    +-------------------------------------+
                    |                                     |
                    |   User ID:   [          ]           |
                    |   Password:  [          ]           |
                    |   User Name: [                    ] |
                    |   Security:  [0]                    |
                    +-------------------------------------+
```

Figure 2
Add A New User

2.1.2   Modifying the User Table

      1.   From the MAIN MENU select SYSTEM ADMINISTRATION.

      2.   From the SYSTEM ADMIN MENU select ADD/UPDATE USER
            TABLE.

      3.   At the prompt, type <M> to modify a user profile.

      4.   Enter the user ID for the profile to be modified.

5.   The information displayed on the screen corresponds
     with the data entered when the user was initial added
     to the system:

     (1) User ID

     (2) Password

     (3) User Name

     (4) Security.

     Any of this information can be changed by the System
     Administrator.

The security function and the maintenance of the User Table is
crucial to PRAMS II data integrity. Copies of the system are
available to all Desk Officers for personal use in verifying
the status of their ICRs. The Desk Officers must be entered
into the system with a security level of zero to prevent
"write" access to the data files. Only the PRAMS II software
residing on the System Administrator's PC should have
modifiable databases.

2.2   Updating System Tables

Certain "look-up" tables used in PRAMS II can be updated by
the System Administrator in order to provide for additional
options and codes. By selecting UPDATE SYSTEM TABLES from the
SYSTEM ADMIN MENU, the System Administrator may update:

     (1) the AA/Division Table;

     (2) the Agencies Table; and

     (3) the Events Table.

2.3   Updating the AA/Division Table

Accessing this option from the TABLE SELECTION menu allows the
System Administrator to add additional AA Codes, division
codes, office abbreviations, mail codes, and descriptive text
for these codes. In Version 1.0, PRAMS II does not utilize

this table for any specific purpose. The addition of this
table is in conformance to the original PRAMS databases.

Steps

1. From the MAIN MENU select SYSTEM ADMINISTRATION.

2. From the SYSTEM ADMIN MENU select UPDATE SYSTEM
    TABLES.

3. From the TABLE SELECTION menu select UPDATE
    AA/DIVISION TABLE.

4. The screen for updating the AA/Division codes will
    appear. (see Figure 3 on following page) Visible on
    the screen will be four columns: AA_CODE, DIV_CODE,
    OFFICE and MAIL_CODE. Use the right arrow key to
    scroll to the right to view the OD_NAME
    (office/division name) field. Use the left arrow key
    to move back.

```
Screen 1.5.2.1          PAPERWORK  REDUCTION  ACT              Page 1 of 1

FILE: AA/DIV.DBF                                    <F1> Help   <Esc> Exit


                                              Record 1/136

              AA_CODE    DIV_CODE    OFFICE    MAIL_CODE

                  A         10      OCR       A105
                  A         20      OSDBU     A149C
                  AR         1      OAR       ANR443
                  AR         2      OAR       ANR443
                  AR         3      OAR       ANR445
                  AR        10      OAQPS     MD10
                  AR        11      OAQPS     MD15
                  AR        21      OMS
                  AR        22      OMS
```

Figure 3
AA/Div Table

The up and down arrow keys may also be used to scroll through this list.

To edit the table, move the cursor to the field to be edited and begin to type.

To delete a record, press the <Del> key; pressing the <Del> key a second time will recall ("un-delete") the record.   The   record   will   be   "marked   for deletion"; it will be deleted from the screen. When the modifications are completed the database will be packed and these record will be permanently removed. To add a new record, move the cursor to the end of the file and press the down arrow key (or press the <PgDn> key to move to the end of the file, one page at a time).   A blank line will be displayed and the "<new>" indicator will be displayed next to the word "record".   Enter the new record.

Online help is available by pressing <F1>.

5.   To end the updating process, press <Esc>. A prompt will appear asking if all modifications have been made.   Press <Y> to save the changes/modifications and return to the previous menu; press <N> to continue with the editing process.

2.4   Updating the Agencies Table

When entering data into the PRAMS II system, agency codes are used to indicate the agency from which the applicable form originated. When reports are generated from the system, these codes are replaced with the name of the agency.   In order to add new agencies, or modify existing agencies within the system, the System Administrator can utilize the UPDATE AGENCIES TABLE function.

Steps

1.   From the MAIN MENU select SYSTEM ADMINISTRATION.

2.   Select UPDATE SYSTEM TABLES from the SYSTEM ADMIN MENU.

3. Select UPDATE AGENCIES TABLE from the TABLE SELECTION menu.

```
Screen 1.5.2.1        PAPERWORK  REDUCTION  ACT           Page 1 of 1

FILE: AGENCIES.DBF                              <F1> Help  <Esc> Exit

                                     Record 1/10
    AGENCYCODE    AGENCYNAME

           0  | This is the Title for code 00
          10  | This is the Title for CODE 10
          20  | THis is the title for CODE 20
          30  | THis is the title for CODE 30
          40  | This is the title for CODE 40
          50  | This is the title for CODE 50
          60  | THis is the title for CODE 60
          70  | This is the title for CODE 70
          80  | This is the title for CODE 80
          90  | This is the title for CODE 90
```

Figure 4
Edit Agencies Table

4. A listing will appear on the screen with the agency codes (and their names) that are currently in the system. (See Figure 4 above) These codes, and their corresponding names, may be modified and new ones may be added.

    To move throughout this listing, use the arrow keys.

    For specifics regarding editing this table, see the discussion on UPDATING THE AA/DIVISION TABLE.

    Online help is available by pressing <F1>.

5. When finished with the updating process, press <Esc>. A prompt will appear asking if all modifications have been made. Press <Y> to save the changes/modifications and return to the previous menu; press <N> to continue with the editing process.

2.5 Updating the Events Table

Unlike the AA/Division and Agencies tables, updating the Events Table has ramifications beyond report listings. The Events Table is used to **verify all event codes** used when Tracking Events are entered. Therefore, if new Event Codes are entered, and incorrectly input, or existing Event Codes are erroneously modified or deleted, the effects will trickle-down throughout the database and cause problems when Tracking Events are added. Therefore, it is imperative that caution be used when editing this table and that all changes are verified prior to continuing with routine data entry.

Steps

1. From the MAIN MENU select SYSTEM ADMINISTRATION.

2. From the SYSTEM ADMIN MENU select UPDATE EVENTS TABLES.

3. The screen will appear with the listing of the system's current event codes and their name. Edit this list in the same manner as editing the AA/DIVISION TABLE and the AGENCIES TABLE (see steps above).

    Online help is available by pressing <F1>.

4. When finished with the updating process, press <Esc>. A prompt will appear asking if all modifications have been made. Press <Y> to save the changes/modifications and return to the previous menu; press <N> to continue with the editing process.

Screen 1.5.2.1	PAPERWORK REDUCTION ACT	Page 1 of 1
FILE: EVENTS.DBF		<F1> Help <Esc> Exit

```
                                            Record 1/16
    EVENT_CODE   EVENT_NAME
```

EVENT_CODE	EVENT_NAME
AD	OMB approval date
CR	Correction received from OMB
CS	Correction Sent to OMB
DD	To Division Director
DI	Deleted by program
HR	Hold for rule
II	In IPB
IO	In OMB
IS	Informal submission to OMB
OA	Out of OMB - approved
OD	Out of OMB - Disapproved
PO	Resubmitted by Program
RP	Returned to Program
SD	Signed by Director

Figure 5
Event Codes Table

2.6   Archiving Records

In order to keep the number of records within PRAMS II at a level which is manageable (and thus keeping system access time minimal), an archive procedure is available to store old records.

Conditions for archiving an ICR must be handled on a case by case basis. The ICR should only be archived when it is determined that the related ICR data will no longer be required in the active PRAMS II environment. Archiving affects all records (package, tracking events, OMB responses, etc.) associated with a given ICR number.

The archive process writes the selected records to a dBASE III files. Before using these files in dBASE III, review the database structures for the "ARC_" files as listed in the

Appendix on Database File Structures. Once an ICR is archived the data may only be utilized through dBASE III. The records may be viewed by using the "browse" function in dBASE III on the database files which are prefixed with "ARC_".

NOTE: Archived data cannot be restored to PRAMS II (see Backup/Export Data Files).

When using the archive procedure, the option is given to delete the select record(s) from the database. If the records are not deleted, the archive will serve primarily as a backup. If the records are deleted from the database, then the archive becomes the only electronic record of this ICRs.

Steps

  1.   From the MAIN MENU select SYSTEM ADMINISTRATION.

  2.   Select ARCHIVE RECORDS from the SYSTEM ADMIN MENU.

  3.   A prompt will appear requesting an ICR number. Enter the number for the ICR which to be archived.

4.   After entering a number, the system will verify that
     the ICR number currently exists in the system.
     If an invalid ICR number has been entered, an error
     message will appear stating that the number entered
     is not in the database. Press <Y> to enter a new
     number; press <N> to return to the previous menu.
     If a valid number has been entered, the system will
     verify that the number selected is to be archive.

2.7   Backup/Export Data Files

Backups of the database can be made by using the Backup/Export
Data Files menu option. Backups are made to floppy diskettes
and can be used (1) for distribution of the current data to
other users of the PRAMS II system or (2) for backup purpose
to guard against unforseen problems with the System
Administrator's computer.

NOTE: Backup and archive do not accomplish the same
           function. Backups are made onto floppy disks and
           can be restored to PRAMS II.

Steps

1.   From the MAIN MENU select SYSTEM ADMINISTRATION.

2.   From the SYSTEM ADMIN MENU select BACKUP/EXPORT DATA
     FILES.

3.   A caution message will appear on the screen
     explaining the process of the backup/export function.
     (see Figure 6 on following page).

     Before beginning, be sure to have a number of high-
     density, formatted floppy disks for this procedure.

     If enough disks are not available to complete the
     backup procedure:

     (1)   get more disks and, if not already formatted,
           format them on another computer; or

     (2)   when prompted for a new disk, press <Ctrl><C>
           to abort the process.

The data backed-up during this process can be
restored onto another system on which PRAMS II has
been installed (see steps below).

```
B A C K U P   &   E X P O R T   D A T A   F I L E S

THIS SELECTION WILL ALLOW THE SYSTEM ADMINISTRATOR TO WRITE THE PRAMS
DATA FILES OUT TO A SERIES OF FLOPPY DISKS FOR EITHER BACKUP STORAGE
OR EXPORT TO A DESK OFFICER'S PC WHERE THE FILES MAY BE RESTORED AND
VIEWED WITH DBASE III.

          * * * * * *  C A U T I O N  * * * * * *
THIS PROCESS UTILIZES THE DOS "BACKUP" ROUTINE.  THE ADMINISTRATOR
MUST HAVE A SUFFICIENT NUMBER OF HIGH-DENSITY,FORMATTED FLOPPY DISKS
READY AND AVAILABLE BEFORE THIS PROCESS IS EXECUTED.

IF THE NUMBER OF AVAILABLE FORMATTED DISKS IS INSUFFICIENT FOR THE
DATA EXTRACTION, THERE ARE TWO OPTIONS: (1) GET MORE DISKS & PREPARE
THEM ON ANOTHER MACHINE (THE SYSTEM WILL PAUSE AND WAIT FOR YOU);
(2) AT THE PROMPT FOR THE NEXT DISK, PRESS <CTRL> and <C> AT THE SAME
TIME (THIS WILL ABORT THE PROCESS. YOU WILL HAVE TO RESTART FROM THE
BEGINNING).

THE DATA FILES ON THE FLOPPIES MAY BE RESTORED TO THIS OR ANY OTHER
PC-DOS SYSTEM BY ISSUING THE DOS COMMAND "RESTORE" (WITH PARAMETERS)
FROM THE COMMAND LINE.  REFER TO PRAMS2 USER MANUAL FOR MORE DETAILS.
```

Figure 6
Backup Caution Message

2.8   Restore Data Files

The backed-up data files made from PRAMS II (see directions
above) can be restored to any PRAMS II system through the
RESTORE DATA FILES menu option. This option is used by the
System Administrator to update the users' systems with the
latest version of the database files. This process should be

done on a regular basis to maintain current data for Desk Officer status queries. (See section on maintaining Read Only systems for details on this process.)

Steps

1.   From the MAIN MENU select SYSTEM ADMINISTRATION.

2.   Select RESTORE DATA FILES from the SYSTEM ADMIN MENU.

3.   A caution message will appear on the screen explaining the restore process. Press <Esc> to remove the message from the screen.

     A prompt will appear, giving the option to proceed with the restore. Press <Y> to continue (BE SURE TO HAVE THE BACK-UP DISKETTES AVAILABLE; PLACE THE FIRST DISKETTE INTO THE A: DRIVE).

     Press <N> to return to the previous menu.

3.0 SYSTEM ADMINISTRATION external to PRAMS II

3.1 Print Reports from Disk Files

When generating reports (see User Manual:Generating Reports), an option is provided to write the report to a disk file for printing at a later time. This is the recommended approach to report generation to the savings in time and the avoidance for system failure due to printer malfunction. The following outlines the procedures for printing a report that was previously written to disk.

*NOTE: This operation is performed outside of the PRAMS II system. All steps are done from the DOS command line.

3.1.1 Print Report Files from Hard Disk

Steps

1. After all operations are completed within PRAMS II and reports have been written to file, exit PRAMS II.

2. Change to the REPORTS sub-directory by typing "cd reports".

3. To verify the existence of report files, type "dir *.prn". All reports written to disk files are given the extension ".PRN".

4. Make sure that the default printer on the system is the same as that selected when generating the reports and it is on-line and ready.

5. Type "print <filename>" where filename is the name assigned to the file during the report generation process. To print all report files, simply type "print *.PRN".

6. If this is the first report printed in this manner, DOS will prompt for the print driver. Press the Enter key for the default, LPT1.

7. After the report has printed successfully, you may want to delete the print file from the REPORTS sub-directory. To do this, type "del <filename>", where

filename is the name of the file to delete.

8.   To return to the PRAMS II directory, type "cd .."

It is recommended that the report file be deleted after
printing to conserve free disk space.
3.1.2 Print Report Files from Floppy Disk

On occasion, it may be desirable to transfer the report files
to a floppy disk and print the reports from another PC.

Steps

1.   After all operations are completed within PRAMS II
      and reports have been written to file, exit PRAMS II.

2.   Change to the REPORTS sub-directory by typing "cd
      reports".

3.   To verify the existence of report files, type "dir
      *.prn". All reports written to disk files are given
      the extension ".PRN".

4.   Insert a formatted floppy disk into the "A" drive.
      (This is the top floppy disk drive on most PCs.)

5.   Type "copy <filename> a:*.*" where filename is the
      name of the report file you wish to print on another
      PC. If you are going to print all report files in
      the REPORTS sub-directory, use "*.PRN" for filename.

6.   When the DOS prompt returns and the light on the
      floppy drive goes out, remove the disk. You may now
      take the disk to the PC from which you will print the
      reports.

7.   Make sure that the default printer on the system is
      the same as that selected when generating the reports
      and it is on-line and ready.

8.   Place the disk with the copied report files into the
      "A" drive.

9.   Type "print a:<filename>" where filename is the name
      assigned to the file during the report generation

process.   To print all report files, simply type "print A:*.PRN".

10. If this is the first report printed in this manner, DOS will prompt for the print driver. Press the Enter key for the default, LPT1.

*NOTE: Do **NOT** remove the floppy disk from drive "A" until all printing is complete.

11. If the printer should run out of paper or malfunction, you may correct the error and the print job will resume. This is the prime benefit of using this method to print reports. Once all report printing is completed, you may remove the floppy.

3.2 Recover from System Failure

There exists the possibility that at some point in time PRAMS II may undergo a system failure. This would be the result of a loss in power during an operation in which the database is open. Another possible cause may be a hard disk crash. In either case, the System Administrator must follow certain recovery procedures.

In the case of a system power failure or an unforseen system program execution failure from which the user must reboot the PC to regain control, all database files should remain intact. Only the index files will sustain damage. Therefore, it will be necessary to rebuild all index files before re-entering PRAMS II. This is accomplished by the following procedures.

Steps

1. Exit PRAMS II, if you are not already at the DOS command line.

2. If it was necessary to reboot, change to the ALLPRAMS directory by typing "cd \ALLPRAMS".

3. To invoke the index building program, type "reindall".

4. The system will begin re-indexing all PRAMS II databases. The procedure will take approximately 7

minutes. To verify operation, note the flickering of the red "hard disk access" light on the front of the PC.

5. When the operation is completed, the DOS prompt will return and the red light will cease flickering. PRAMS II may now be restarted in the usual manner.

If a hard disk failure should occur, all data will be lost. It will be necessary to restore all datafiles from the most recent system backup. (see details on backup and restore in section 2.0 above.)

3.3 Print SF-83 Data for All ICRs

During the transition from the old PRAMS to PRAMS II, it may be necessary to print the data for all ICRs in PRAMS II to verify accuracy of the data.

Steps

1. Exit PRAMS II, if you are not already at the DOS prompt.

2. Verify that the printer is on-line and has an adequate supply of paper. (This operation will consume a significant volume of paper).

3. From the ALLPRAMS directory type "dumpicr".

4. The program will execute and print each ICR. The first 2 pages will contain the most recent SF-83 data and the ICR Summary totals, if any. The following pages will contain a listing of any tracking events associated with the ICR.

5. The DOS prompt will return when the task is complete.

INDEX

APPENDIX A

DATABASE STRUCTURES

DATABASE STRUCTURES

There are a total of 15 databases in the PRAMS II :

    PACKAGE.DBF
    TRACKING.DBF
    EVENTS.DBF
    ICR.DBF
    ICW.DBF
    ICB_PROF.DBF
    AGENCIES.DBF
    SYSTEM.DBF
    TRAKTEMP.DBF
    AADIV.DBF
    ARC_ICR.DBF
    ARC_PKG.DBF
    ARC_ICB.DBF
    ARC_ICW.DBF
    ARC_TRK.DBF

There are 14 associated index files:

    PACKAGE1.NDX
    PACKAGE2.NDX
    TRAKICR.NDX
    TRAKPKG.NDX
    TRAKDATE.NDX
    ICRINDEX.NDX
    ICRAGNCY.NDX
    ICROMBAG.NDX
    ICW_ICR.NDX
    ICB.NDX
    TTMPDATE.NDX
    AGENCIES.NDX
    ICW_DATE.NDX

There are 12 memo files associated with the databases.

    ICR.DBT
    PACKAGE.DBT
    ICB_PROF.DBT
    ICW.DBT
    TRACKING.DBT
    ACR_ICR.DBT
    ARC_PKG.DBT
    ARC_ICW.DBT
    ARC_ICB.DBT
    ARC_TRK.DBT

The following pages provide detailed database structures, index associations, and index keys for each database in the PRAMS2 system.

Structure for database : PACKAGE.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	PKG_NUMBER	Numeric	2	
3	TTL_RECHRS	Numeric	14	2
4	TTL_HOURS	Numeric	18	2
5	TTL_RESPON	Numeric	12	
6	ADJUSTMENT	Numeric	14	
7	PGM_CHANGE	Numeric	14	
8	TAB_DIFFER	Numeric	18	
9	CUR_OMB_IN	Numeric	18	
10	REQ_BURDEN	Numeric	18	
11	REC_RETENT	Numeric	2	
12	HR_PER_KPR	Numeric	7	2
13	NO_REC_KPR	Numeric	8	
14	HR_PER_RSP	Numeric	7	2
15	PER_RSPOND	Numeric	4	
16	NO_RESPDNT	Numeric	8	
17	STAT_FLAG	Logical	1	
18	ED_FLAG	Logical	1	
19	REQ_X_DATE	Date	8	
20	REVIEW_TYP	Numeric	1	
21	FR_DATE	Date	8	
22	COLECT_TYP	Character	1	
23	PKG_ABSTRC	Memo	10	
24	OTHER_AUTH	Character	20	
25	USC_CHAPTR	Character	24	
26	USC_TITLE	Numeric	2	
27	AFFECTPUB7	Character	1	
28	AFFECTPUB6	Character	1	
29	AFFECTPUB5	Character	1	
30	AFFECTPUB4	Character	1	
31	AFFECTPUB3	Character	1	
32	AFFECTPUB2	Character	1	
33	AFFECTPUB1	Character	1	
34	POC_MAIL	Character	6	
35	POC_PHONE	Character	10	
36	POC_FIRST	Character	10	
37	POC_LAST	Character	15	
38	OMB_X_DATE	Date	8	
39	PKG_TITLE	Memo	10	
40	CUR_OMB_NO	Numeric	10	
41	NEW_NO_FLG	Logical	1	
42	OBLIGATION	Numeric	1	
43	GEN_COMNTS	Memo	10	

44	OMBPREVRSP	Numeric	8
45	OMBPREVHRS	Numeric	8
46	OMBNEWRESP	Numeric	8
47	OMBNEWRPT	Numeric	8
48	OMBRESPADJ	Numeric	10
49	OMBRPTADJ	Numeric	10

Structure of PACKAGE.DBF, continued

50	OMBPRGCRSP	Numeric	8
51	OMBPRGRPT	Numeric	8
52	FREQ_RR_1	Character	1
53	FREQ_RR_2	Character	1
54	FREQ_RR_3	Character	1
55	FREQ_RR_4	Character	1
56	FREQ_RR_5	Character	1
57	FREQ_RR_6	Character	1
58	FREQ_RR_7	Character	1
59	FREQ_RR_8	Character	1
60	FREQ_RR_9	Character	1
61	FREQ_DSCRP	Character	25
62	PURPOSE_1	Character	1
63	PURPOSE_2	Character	1
64	PURPOSE_3	Character	1
65	PURPOSE_4	Character	1
66	PURPOSE_5	Character	1
67	PURPOSE_6	Character	1
68	PURPOSE_7	Character	1
69	STAT_CMNTS	Memo	10
70	OMB_CMNTS	Memo	10
71	OMB_CONDIT	Logical	1
72	OMB_APPROV	Logical	1
73	DABO_NAME	Memo	10
74	DO_INITALS	Character	2

This database uses the memo file: PACKAGE.DBT

This database is associated with index file(s):
        : PACKAGE2.NDX   (ICR_NUMBER)+STR(PKG_NUMBER)
        : PACKAGE1.NDX   (icr_number)

Structure for database : TRACKING.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	PKG_NUMBER	Numeric	2	
3	EVNT_CODE	Character	2	
4	EVNT_DATE	Date	8	
5	EVNT_CMNTS	Memo	10	
6	EVNT_CLOSE	Logical	1	
7	ICW_FLAG	Logical	1	

This database uses the memo file: TRACKING.DBT

This database is associated with index file(s):
        : TRAKICR.NDX   (icr_number)
        : TRAKPKG.NDX   (ICR_NUMBER)+STR(PKG_NUMBER)
                     :   T R A K D A T E . N D X
(ICR_NUMBER)+STR(PKG_NUMBER)+DTOS(EVNT_DATE)

Structure for database : EVENTS.DBF

Field	Field name	Type	Width	Dec
1	EVENT_CODE	Character	2	
2	EVENT_NAME	Character	50	

Structure for database : ICR.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	SUM_RESP	Numeric	10	
3	SUM_RPT_HR	Numeric	10	
4	SUM_ADJRSP	Numeric	10	
5	SUM_ADJRPT	Numeric	10	
6	SUM_PC_RSP	Numeric	10	
7	SUM_PC_HRS	Numeric	10	
8	EXP_DATE	Date	8	
9	DIV_CODE	Numeric	2	
10	INIT_DATE	Date	8	
11	ICR_TITLE	Memo	10	
12	AGENCY	Numeric	2	
13	CUR_OMB_NO	Numeric	8	
14	PENDING	Logical	1	

15	ICR_CMNTS	Memo	10
16	DABO_NAME	Memo	10
17	AA_CODE	Character	3
18	TE_STATUS	Character	2
19	TE_DATE	Date	8

This database uses the memo file called: ICR.DBT.

This database is associated with the following index files:

```
: ICRINDEX.NDX   (icr_number)
: ICRAGNCY.NDX   (AGENCY)+STR(ICR_NUMBER)
: ICROMBAG.NDX   (AGENCY)+STR(CUR_OMB_NO)
```

Structure for database : ICW.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	ICW_LOGGED	Date	8	
3	DESK_OFFC	Character	40	
4	ICB_OMB_NO	Numeric	8	
5	EFFCT_DATE	Date	8	
6	AGNCY_NUMB	Numeric	6	
7	FUNCT_CODE	Character	3	
8	EXPIR_DATE	Date	8	
9	RESPD_OLD	Numeric	10	
10	RESP_NEW	Numeric	10	
11	RESP_DIFF	Numeric	10	
12	RSP_ADJ_ER	Numeric	10	
13	RSPADJREST	Numeric	10	
14	RSPADJCIU	Numeric	10	
15	RSP_PRG_CH	Numeric	10	
16	HOURS_OLD	Numeric	10	
17	HOURS_NEW	Numeric	10	
18	HOURS_DIFF	Numeric	10	
19	HRS_ADJ_ER	Numeric	10	
20	HR_ADJREST	Numeric	10	
21	HR_ADJ_CIU	Numeric	10	
22	HRS_PRG_CH	Numeric	10	
23	ICW_ID_NO	Numeric	6	
24	OMBRESPOLD	Numeric	10	
25	OMBRESPNEW	Numeric	10	
26	OMBRESPDIF	Numeric	10	
27	OMBRSPADER	Numeric	10	

```
28  OMBRSADRES  Numeric        10
29  OMBRSADCIU  Numeric        10
30  OMBRSPRGCH  Numeric        10
31  OMBHRS_OLD  Numeric        10
32  OMBHRS_NEW  Numeric        10
33  OMBHRS_DIF  Numeric        10
34  OMBHRSADER  Numeric        10
35  OMBHRADRES  Numeric        10
36  OMBHRADCIU  Numeric        10
37  OMBHRPRGCH  Numeric        10
38  ICW_COMNTS  Memo           10
39  OMBAGNCYNO  Numeric         6
```
Structure for ICW.DBF, continued

```
40  OMBFUNCODE  Character       3
41  OMBEXPIRE   Date            8
```

This database uses the memo file: ICW.DBT

This database is associated with index file(s):

```
    : ICW_ICR.NDX   (icr_number)
    : ICW_DATE.NDX   (ICR_NUMBER)+DTOS(EFFCT_DATE)
```

Structure for database : ICB_PROF.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	CURRENT_FY	Numeric	4	
3	NEXT_FY	Numeric	4	
4	ORIG_EST1	Numeric	10	
5	ADJ_HOURS1	Numeric	10	
6	PRG_CHANG1	Numeric	10	
7	EST_HOURS2	Numeric	10	
8	ADJ_HOURS2	Numeric	10	
9	EST_TOTAL1	Numeric	10	
10	PRG_CHANG2	Numeric	10	
11	PASS_BACK	Numeric	10	
12	APPEAL_2	Numeric	10	
13	ALLOWANCE2	Character	20	
14	CLOSE_OUT	Character	1	
15	ICB_COMNT	Memo	10	
16	ICB_REASON	Memo	10	
17	REASON_1	Logical	1	

```
18  REASON_2   Logical        1
19  REASON_3   Logical        1
20  REASON_4   Logical        1
21  REASON_5   Logical        1
22  REASON_6   Character     50
23  REASON_ICR Numeric        4
24  EST_TOTAL2 Numeric       10
```

This database uses the memo file: ICB_PROF.DBT

This database is associated index file:
       : ICB.NDX   (icr_number)

Structure for database : AGENCIES.DBF

Field	Field name	Type	Width	Dec
1	AGENCYCODE	Numeric	2	
2	AGENCYNAME	Character	50	

This database is associated with index file(s):
    : AGENCIES.NDX   (icr_number)

Structure for database : SYSTEM.DBF

Field	Field name	Type	Width	Dec
1	USER_ID	Character	10	
2	PASSWORD	Character	10	
3	LASTUPDATE	Date	8	
4	FULLNAME	Character	25	
5	SEC_LEVEL	Numeric	1	

Structure for database : TRAKTEMP.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	PKG_NUMBER	Numeric	2	
3	EVNT_CODE	Character	2	
4	EVNT_DATE	Date	8	
5	EVNT_CMNTS	Memo	10	
6	EVNT_CLOSE	Logical	1	
7	ICW_FLAG	Logical	1	

This database uses the memo file: TRAKTEMP.DBT

This database is associated with index file(s):
                    :   T T M P D A T E . N D X
(ICR_NUMBER)+STR(PKG_NUMBER)+DTOS(EVNT_DATE)

Structure for database : AADIV.DBF

Field	Field name	Type	Width	Dec
1	AA_CODE	Character	3	
2	DIV_CODE	Numeric	2	

3	OFFICE	Character	5
4	MAIL_CODE	Character	7
5	OD_NAME	Character	80

Structure for database : ARC_ICR.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	SUM_RESP	Numeric	10	
3	SUM_RPT_HR	Numeric	10	
4	SUM_ADJRSP	Numeric	10	
5	SUM_ADJRPT	Numeric	10	
6	SUM_PC_RSP	Numeric	10	
7	SUM_PC_HRS	Numeric	10	
8	EXP_DATE	Date	8	
9	DIV_CODE	Numeric	2	
10	INIT_DATE	Date	8	
11	ICR_TITLE	Memo	10	
12	AGENCY	Numeric	2	
13	CUR_OMB_NO	Numeric	8	
14	PENDING	Logical	1	
15	ICR_CMNTS	Memo	10	
16	DABO_NAME	Memo	10	
17	AA_CODE	Character	3	

This database uses the memo file: ARC_ICR.DBT

Structure for database : ARC_PKG.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	PKG_NUMBER	Numeric	2	
3	TTL_RECHRS	Numeric	14	2
4	TTL_HOURS	Numeric	18	2
5	TTL_RESPON	Numeric	12	
6	ADJUSTMENT	Numeric	14	
7	PGM_CHANGE	Numeric	14	
8	TAB_DIFFER	Numeric	18	
9	CUR_OMB_IN	Numeric	18	
10	REQ_BURDEN	Numeric	18	
11	REC_RETENT	Numeric	2	
12	HR_PER_KPR	Numeric	7	2
13	NO_REC_KPR	Numeric	8	

14	HR_PER_RSP	Numeric	7	2
15	PER_RSPOND	Numeric	4	
16	NO_RESPDNT	Numeric	8	
17	STAT_FLAG	Logical	1	
18	ED_FLAG	Logical	1	
19	REQ_X_DATE	Date	8	
20	REVIEW_TYP	Numeric	1	
21	FR_DATE	Date	8	
22	COLECT_TYP	Character	1	
23	PKG_ABSTRC	Memo	10	
24	OTHER_AUTH	Character	20	

Structure for ARC_PKG.DBF, continued

25	USC_CHAPTR	Character	24
26	USC_TITLE	Numeric	2
27	AFFECTPUB7	Character	1
28	AFFECTPUB6	Character	1
29	AFFECTPUB5	Character	1
30	AFFECTPUB4	Character	1
31	AFFECTPUB3	Character	1
32	AFFECTPUB2	Character	1
33	AFFECTPUB1	Character	1
34	POC_MAIL	Character	6
35	POC_PHONE	Character	10
36	POC_FIRST	Character	10
37	POC_LAST	Character	15
38	OMB_X_DATE	Date	8
39	PKG_TITLE	Memo	10
40	CUR_OMB_NO	Numeric	10
41	NEW_NO_FLG	Logical	1
42	OBLIGATION	Numeric	1
43	GEN_COMNTS	Memo	10
44	OMBPREVRSP	Numeric	8
45	OMBPREVHRS	Numeric	8
46	OMBNEWRESP	Numeric	8
47	OMBNEWRPT	Numeric	8
48	OMBRESPADJ	Numeric	10
49	OMBRPTADJ	Numeric	10
50	OMBPRGCRSP	Numeric	8
51	OMBPRGRPT	Numeric	8
52	FREQ_RR_1	Character	1
53	FREQ_RR_2	Character	1
54	FREQ_RR_3	Character	1
55	FREQ_RR_4	Character	1
56	FREQ_RR_5	Character	1
57	FREQ_RR_6	Character	1

```
58  FREQ_RR_7      Character      1
59  FREQ_RR_8      Character      1
60  FREQ_RR_9      Character      1
61  FREQ_DSCRP     Character     25
62  PURPOSE_1      Character      1
63  PURPOSE_2      Character      1
64  PURPOSE_3      Character      1
65  PURPOSE_4      Character      1
66  PURPOSE_5      Character      1
67  PURPOSE_6      Character      1
68  PURPOSE_7      Character      1
69  STAT_CMNTS     Memo          10
70  OMB_CMNTS      Memo          10
71  OMB_CONDIT     Logical        1
72  OMB_APPROV     Logical        1
73  DABO_NAME      Memo          10
74  DO_INITALS     Character      2
```
This database uses the memo file: ARC_PKG.DBT

Structure for database : ARC_ICB.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	CURRENT_FY	Numeric	4	
3	NEXT_FY	Numeric	4	
4	ORIG_EST1	Numeric	10	
5	ADJ_HOURS1	Numeric	10	
6	PRG_CHANG1	Numeric	10	
7	EST_HOURS2	Numeric	10	
8	ADJ_HOURS2	Numeric	10	
9	EST_TOTAL1	Numeric	10	
10	PRG_CHANG2	Numeric	10	
11	PASS_BACK	Numeric	10	
12	APPEAL_2	Numeric	10	
13	ALLOWANCE2	Character	20	
14	CLOSE_OUT	Character	1	
15	ICB_COMNT	Memo	10	
16	ICB_REASON	Memo	10	
17	REASON_1	Logical	1	
18	REASON_2	Logical	1	
19	REASON_3	Logical	1	
20	REASON_4	Logical	1	
21	REASON_5	Logical	1	
22	REASON_6	Character	50	

```
23  REASON_ICR  Numeric          4
24  EST_TOTAL2  Numeric         10
```

This database uses the memo file: ARC_ICB.DBT

Structure for database : ARC_ICW.DBF

```
Field  Field name  Type         Width    Dec
   1   ICR_NUMBER  Numeric          4
   2   ICW_LOGGED  Date             8
   3   DESK_OFFC   Character       40
   4   ICB_OMB_NO  Numeric          8
   5   EFFCT_DATE  Date             8
   6   AGNCY_NUMB  Numeric          6
   7   FUNCT_CODE  Character        3
   8   EXPIR_DATE  Date             8
   9   RESPD_OLD   Numeric         10
  10   RESP_NEW    Numeric         10
  11   RESP_DIFF   Numeric         10
  12   RSP_ADJ_ER  Numeric         10
  13   RSPADJREST  Numeric         10
```
Structure for ARC_ICW.DBF, continued

```
  14   RSPADJCIU   Numeric         10
  15   RSP_PRG_CH  Numeric         10
  16   HOURS_OLD   Numeric         10
  17   HOURS_NEW   Numeric         10
  18   HOURS_DIFF  Numeric         10
  19   HRS_ADJ_ER  Numeric         10
  20   HR_ADJREST  Numeric         10
  21   HR_ADJ_CIU  Numeric         10
  22   HRS_PRG_CH  Numeric         10
  23   ICW_ID_NO   Numeric          6
  24   OMBRESPOLD  Numeric         10
  25   OMBRESPNEW  Numeric         10
  26   OMBRESPDIF  Numeric         10
  27   OMBRSPADER  Numeric         10
  28   OMBRSADRES  Numeric         10
  29   OMBRSADCIU  Numeric         10
  30   OMBRSPRGCH  Numeric         10
  31   OMBHRS_OLD  Numeric         10
  32   OMBHRS_NEW  Numeric         10
  33   OMBHRS_DIF  Numeric         10
  34   OMBHRSADER  Numeric         10
```

```
35  OMBHRADRES  Numeric      10
36  OMBHRADCIU  Numeric      10
37  OMBHRPRGCH  Numeric      10
38  ICW_COMNTS  Memo         10
39  OMBAGNCYNO  Numeric       2
40  OMBFUNCODE  Character     3
41  OMBEXPIRE   Date          8
```

This database uses the memo file: ARC_ICW.DBT

Structure for database : ARC_TRK.DBF

```
Field  Field name  Type        Width    Dec
   1   ICR_NUMBER  Numeric        4
   2   PKG_NUMBER  Numeric        2
   3   EVNT_CODE   Character      2
   4   EVNT_DATE   Date           8
   5   EVNT_CMNTS  Memo          10
   6   EVNT_CLOSE  Logical        1
   7   ICW_FLAG    Logical        1
```

 This database uses the memo file: ARC_TRK.DBT

APPENDIX B

INPUT FORMS STORAGE STRUCTURES

DATABASE FIELD STORAGE OF INPUT FORMS

Input forms utilized in the PRAMS system are listed here with
the respective databases and field names as related to each
form. The Forms represent the screen input forms as detailed
above. (The item number on the input form, if any, is shown
next to the input prompts listed below.)

Standard Form 83

This form utilizes two databases, with each database using one
index file:

1.   ICR.DBF with ICRINDEX.NDX which orders the database by
     ICR number.

2.   PACKAGE.DBF with PACKAGE1.NDX which orders this database
     by ICR number.

Input Prompt/Display:	Field Name:	Database:
ICR number	ICR_NUMBER	ICR
	ICR_NUMBER	PACKAGE
	PKG_NUMBER	PACKAGE
Desk Officer Initials	DO_INITALS	PACKAGE
Agency Name (#1)	DABO_NAME	PACKAGE
	DABO_NAME	ICR
Agency code (#2)	AGENCY	ICR
	PKG_NUMBER (system generated)	PACKAGE
First name (#3)	POC_FIRST	PACKAGE
Last name (#3)	POC_LAST	PACKAGE
Mail code (#3)	POC_MAIL	PACKAGE
Telephon number (#3)	POC_PHONE	PACKAGE
Title (#4)	PKG_TITLE	PACKAGE
	ICR_TITLE	ICR
Legal authorities(#5)	USC_TITLE	PACKAGE
	USC_CHAPTR	PACKAGE
	OTHER_AUTH	PACKAGE
Affected Public(#6)	AFFECTPUB7	PACKAGE
	AFFECTPUB6	PACKAGE

	AFFECTPUB5	PACKAGE
	AFFECTPUB4	PACKAGE
	AFFECTPUB3	PACKAGE
	AFFECTPUB2	PACKAGE
	AFFECTPUB1	PACKAGE
Abstract (#13)	PKG_ABSTRC	PACKAGE
Collection type (#14)	COLECT_TYP	PACKAGE
Type of review (#15)	REVIEW_TYP	PACKAGE
(#17)		
Number of respondents	NO_RESPDNT	PACKAGE
Respns per respondnt	PER_RESPOND	PACKAGE
Total annual responss	TTL_RESPON	PACKAGE
Hours per response	HR_PER_RSP	PACKAGE
(#18)		
Number of recordkeepers	NO_REC_KPR	PACKAGE
Hours per recordkeeper	HR_PER_KPR	PACKAGE
Total rec. keeping hours	TTL_RECHRS	PACKAGE
Retention period	REC_RETENT	PACKAGE
(#19)		
Requested hours	REQ_BURDEN	PACKAGE
In current OMB inventory	CUR_OMB_IN	PACKAGE
The difference	TAB_DIFFER	PACKAGE
Program change	PGM_CHANGE	PACKAGE
Adjustment	ADJUSTMENT	PACKAGE
(#20)		
Current OMB number	CUR_OMB_NO	PACKAGE
(#21)		
Request Exp. date	REQ_X_DATE	PACKAGE
Purpose (#22)	PURPOSE_1	PACKAGE
	PURPOSE_2	PACKAGE
	PURPOSE_3	PACKAGE
	PURPOSE_4	PACKAGE
	PURPOSE_5	PACKAGE
	PURPOSE_6	PACKAGE
	PURPOSE_7	PACKAGE
Frequency (#23)	FREQ_RR_1	PACKAGE
	FREQ_RR_2	PACKAGE
	FREQ_RR_3	PACKAGE
	FREQ_RR_4	PACKAGE

SF-83 (continued)

Input Prompt/Display:	Field Name:	Database:
	FREQ_RR_5	PACKAGE
	FREQ_RR_6	PACKAGE
	FREQ_RR_7	PACKAGE
	FREQ_RR_8	PACKAGE
	FREQ_RR_9	PACKAGE
	FREQ_DSCRP	PACKAGE
(#24) Respondents Obligation	OBLIGATION	PACKAGE
(#25) Educational Instituions	ED_FLAG	PACKAGE
(#26) Statistical/Sampling	STAT_FLAG	PACKAGE
	STAT_CMNTS	PACKAGE
General Comments	GEN_COMNTS	PACKAGE
ICR Comments	ICR_CMNTS	ICR

Profile Sheet for Original Clearance (EPA Form 2B)

This form utilizes three databases and three index files:

1.   ICR.DBF with ICRINDEX.NDX which orders this database by ICR number.

2.   ICR_PROF.DBF with ICR_PROF.NDX which orders this database by ICR number.

3.   PACKAGE.DBF WITH PACKAGE1.NDX which orders this database by ICR number.

Input Prompt/Display:	Field Name:	Database:
ICR Number	ICR_NUMBER	ICR
	ICR_NUMBER	ICB_PROF
	ICR_NUMBER	PACKAGE
	PKG_NUMBER (set to 0)	PACKAGE

(#1)	ICR Title	ICR_TITLE	ICR
(#2)	Fiscal Years	FY_CURRENT	ICB_PROF
		FY_NEXT	ICB_PROF
(#3)	New ICR /Active ICR (not input here)	PENDING	ICB_PROF
(#4)	Previous Clearance	(not processed here)	
(#5)	Originating Office	(intentionally omitted)	
(#6)	Contact Person	POC_FIRST	PACAKGE
		POC_LAST	PACKAGE
	Mail Code	POC_MAIL	PACAKGE
	Phone	POC_PHONE	PACKAGE
(#7)	Burden Hours	ORIG_EST1	ICB_PROF

Form 2B (continued)

Input Prompt/Display:	Field Name:	Database:
AA Code	AA_CODE	ICR
Division code	DIV_CODE	ICR
(#8) Abstract	PKG_ABSTRC	PACKAGE
ICR Comments	ICR_CMNTS	ICR

Inventory Correction Worksheet (ICW)

This form utilizes one database and one index file:

1. ICW.DBF with ICW.NDX which orders this database by ICR number.

Input Prompt/Display:	Field Name:	Database:
ICR Number	ICR_NUMBER	ICW
Completion Date	ICW_LOGGED	ICW
Desk Officer	DESK_OFFICE	ICW

Effective Date	EFFCT_DATE	ICW
(#2) Agency/Bureau #	AGNCY_NUMB	ICW
(#4) Functional code	FUNCT_CODE	ICW
(#7) Expiration date	EXPIR_DATE	ICW

(#16)

Number of respondents (old)	RESPD_OLD	ICW
Number of hours (old)	HOURS_OLD	ICW
Number of respondents (new)	RESP_NEW	ICW
Number of hours (new)	HOURS_NEW	ICW
Respns difference (new-old)	RESP_DIFF	ICW
Hours difference (new-old)	HOURS_DIFF	ICW
Adjustment to responses	RSP_ADJ_ER	ICW
Adjustment to hours	HRS_ADJ_ER	ICW
Error correction to respns	RSPADJREST	ICW
Error correction to hours	HR_ADJREST	ICW
Change in use: responses	RSPADJCIU	ICW
Change in use: hours	HR_ADJ_CIU	ICW
Program change: responses	RSP_PRG_CH	ICW
Program change: hours	HRS_PRG_CH	ICW
ICW comments	ICW_CMNTS	ICW

ICR Profile Sheet (EPA Form 2A)

This input procedure utilizes 3 databases. The ICR database and the PACKAGE database are used for displaying the top portion of the form. They are both indexed on ICR number, utilizing PACKAGE1.NDX AND ICRINDEX.NDX, respectively. Only the ICB_PROF.DBF database is utilized for the input of data. This ICB_PROF database is coordinated with index file ICB_PROF.NDX which orders the database by ICR number.

Input Prompt/Display:	Field Name:	Database:
ICR Number	ICR_NUMBER	ICR
Expiration date	EXP_DATE	ICR
ICR Title	ICR_TITLE	ICR
Contact	POC_FIRST	PACKAGE
	POC_LAST	PACKAGE
Phone	POC_PHONE	PACKAGE
OMB number	CUR_OMB_NO	ICR
Most recent approvl by OMB	SUM_RPT_HR	ICR

```
Original estimate
(0 if no Form 2B submitted)       ORIG_EST1              ICB_PROF

Total estimate
 (as of 9/10/this FY)             EST_TOTAL1             ICB_PROF
All adjustments (this FY)         ADJ_HOURS1             ICB_PROF
All Program changes (this FY)     PRG_CHANG1             ICB_PROF
Estimated Total
(Should be same as EST_TOTAL1)    EST_HOURS2             ICB_PROF

Proposed adjustment (next FY)     ADJ_HOURS2             ICB_PROF
Proposed Prg_Change (next FY)     PRG_CHANG2             ICB_PROF
Total Estimate (next FY)          EST_TOTAL2             ICB_PROF
Reason (for adjustment or
program change)                   ICB_REASON            ICB_PROF

Reason (if ICR should not
be on the FY ICB)
Collection completed              REASON_1              ICB_PROF
Collection cancelled              REASON_2              ICB_PROF
Collection started and ends
 during the "current FY"          REASON_3              ICB_PROF

Collection combined
 with other ICR                   REASON_4              ICB_PROF
                                  REASON_ICR            ICB_PROF
Rule not going final in FY 90     REASON_5              ICB_PROF
Other reason                      REASON_6              ICB_PROF
```

OMB Response to an Inventory Correction Worksheet (ICW)

The OMB Response procedure in the case of an ICW, utilizes two databases: ICW.DBF, indexed on ICR number with ICW.NDX, and ICR.DBF indexed on ICR number with ICRINDEX.NDX.

Input Prompt/Display:	Field Name:	Database:
ICR Number	ICR_NUMBER	ICW
		ICW
Agency code	AGNCY_NUMB	ICW
	OMBAGNCYNO	ICW
Function code	FUNCT_CODE	ICW
	OMBFUNCODE	ICW
Expiration date	EXPIR_DATE	ICW
	OMBEXPIRE	ICW
old response inventory	RESPD_OLD	ICW
	OMBRESPOLD	ICW
old rpt hrs inventory	HOURS_OLD	ICW
	OMBHRS_OLD	ICW
OMB approved response inventory	RESP_NEW	ICW
	OMBRESPNEW	ICW
OMB approved rpt hrs inventory	HOURS_NEW	ICW
	OMBHRS_NEW	ICW
OMB approved resp difference	RESP_DIFF	ICW
	OMBRESPDIF	ICW
OMB approved rpt hrs difference	HOURS_DIFF	ICW
	OMBHRS_DIF	ICW
	RSP_ADJ_ER	ICW
	OMBRSPADER	ICW
	HRS_ADJ_ER	ICW
	OMBHRSADER	ICW
These six are OMB approved	RSPADJREST	ICW
	OMBRSADRES	ICW
Adjustments broken out.	HR_ADJREST	ICW
	OMBRADRES	ICW
	RSPADJCIU	ICW
	OMBRSADCIU	ICW
	HR_ADJ_CIU	ICW
	OMBHRADCIU	ICW
OMB approved Prg responses changes	RSP_PRG_CH	ICW

(OMB ICW Response cont'd)

Input Prompt/Display:	Field Name:	Database:
	OMBRSPRGCH	ICW
OMB approved rpt hrs Prg		
changes	HRS_PRG_CH	ICW
	OMBHRPRGCH	ICW
ICW Comments	ICW_COMNTS	ICW

Computations involving the above data fields update the following fields in the database file called ICR.DBF:	SUM_RESP	ICR
	SUM_RPT_HR	ICR
	SUM_ADJRSP	ICR
	SUM_ADJRPT	ICR
	SUM_PC_RSP	ICR
	SUM_PC_HRS	ICR
	EXP_DATE	ICR

OMB Response to Standard Form 83

The OMB Response input procedure in the case of Standard Form 83 utilizes two databases :ICW.DBF, indexed on ICR number with ICW.NDX, and ICR.DBF indexed on ICR number with ICRINDEX.NDX.

Input Prompt/Display:	Field Name:	Database:
ICR Number	ICR_NUMBER	PACKAGE
	PKG_NUMBER	PACKAGE
OMB Approved expiration date	OMB_X_DATE	PACKAGE
ICR OMB Approval flag	OMB_APPROV	PACKAGE
OMB assigned OMB number	CUR_OMB_NO	PACKAGE
Previous Total number of responses	OMBPREVRSP	PACKAGE
Previous Total reporting hours	OMBPREVHRS	PACKAGE
New Total number of responses	OMBNEWRESP	PACKAGE
New Total reporting hours	OMBNEWRPT	PACKAGE

(OMB SF-83 Response cont'd)

Input Prompt/Display: Field Name: Database:

The following fields are calculated
from other inputs in the ICW response:

	OMBNEWRPT	PACKAGE
	OMBRESPADJ	PACKAGE
	OMBRPTADJ	PACKAGE
	OMBPRGCRS	PACKAGE
	OMBPRGRPT	PACKAGE
	NEW_NO_FLG	PACKAGE

Is there a condition for
  renewal   OMB_CONDIT   PACKAGE
or other comments associated
  with this OMB response form? OMB_CMNTS   PACKAGE

Computations from the above data
update the following fields in the
database file called ICR.DBF:

NEW Total # of Responses   SUM_RESP   ICR

Total Reporting Hours   SUM_RPT_HR   ICR

* Total of Adjstmnts for
  Responses
(_sumadjrsp+mOMBRSPERR+mOMBRSPEST
 +mOMBRSPCIU)   SUM_ADJRSP   ICR

* Total Adjustments to Rporting Hrs
(_sumadjrpt+mOMBRPTERR+mOMBRPTEST
+mOMBRPTCIU)   SUM_ADJRPT   ICR

* Total Program Changes for Respnses
(_sum_pcrsp+mOMBPGCRSP)   SUM_PC_RSP   ICR

* Total Program Changes to Rprt Hrs
(_sum_pchrs+mOMBPRGRPT)   SUM_PC_HRS   ICR

Expiration date
(Old OMB Approved Expiration
  Date)   EXP_DATE   ICR

Current OMB number
(Old OMB Assigned OMB number)   CUR_OMB_NO   ICR

Package Tracking Event

Below lists the four databases are used for this input procedure.
The index files used with each database (if any) are also listed
along with the respective index key fields. Although all four
databases are used during the procedure, only the ICR and the
TRACKING databases are altered by it.

PACKAGE.DBF:
        PACKAGE2.NDX --- Indexed on ICR_NUMBER and PKG_NUMBER

TRACKING.DBF:
        TRAKICR.NDX --- Indexed on ICR_NUMBER
        TRAKPKG.NDX --- Indexed on ICR_NUMBER and PKG_NUMBER
        TRAKDATE.NDX --- Indexed on ICR_NUMBER & PKG_NUMBER &
                         tracking event date
ICR.DBF:
        ICRINDEX.NDX -- Indexed on ICR number
        ICRAGNCY.NDX -- Indexed on agency and ICR number
        ICROMBAG.NDX -- Indexed on agency and current OMB number

Input Prompt/Display:	Field Name:	Database:
ICR number	ICR_NUMBER	ICR
(Previously input & screened)		PACKAGE
		TRACKING
Package number	PKG_NUMBER	PACKAGE
(Previously input & screened)		TRACKING
Event Code:	EVNT_CODE	TRACKING
	TE_CODE	ICR
Date:	EVNT_DATE	TRACKING
	TE_DATE	ICR
Comments:	EVNT_CMNTS	TRACKING

ICW Tracking Event

Below lists the three databases are used during this input procedure. The index files used with each database (if any) are also listed along with the respective index key fields. The events database is used for reference only.

ICR.DBF:
        ICRINDEX.NDX   ---   indexed om ICR number

ICW.DBF:
        ICW.NDX   ---   indexed on ICR number

TRACKING.DBF:
        TRAKICR.NDX   ---   Indexed on icr number
        TRAKPKG.NDX   ---   Indexed on ICR number and package number
        TRAKDATE.NDX   ---   Indexed on ICR number and package number
                                      and tracking event date.

EVENTS.DBF

Input Prompt/Display:	Field Name:	Database:
ICR number	ICR_NUMBER	ICR
(Previously input & screened)		ICW
Event Code:	EVNT_CODE	TRACKING
	TE_CODE	ICR
	ICW_FLAG	ICW
Date:	EVNT_DATE	TRACKING
	TE_DATE	ICR
Comments:	EVNT_CMNTS	TRACKING