NATIONAL SECURITY AGENCY
FORT GEORGE G. MEADE, MARYLAND 20755-6000

FOIA Case: 105938
20 December 2018

EMMA BEST
MUCKROCK NEWS
DEPT MR 66268
411A HIGHLAND AVE
SOMERVILLE MA 02144-2516

Dear Ms. Best:

This responds to your Freedom of Information Act (FOIA) request of 17 December 2018 for "Copies of:

1. PROMIS Front End Load Users Manual
2. PROMIS M204 Load and Retrieval Users Manual."

Your request was received on 17 December 2018 and has been assigned Case Number 105938. Because there are no assessable fees for this request we did not address your request for a fee waiver. Your request has been processed under the FOIA. Both of the documents you requested are enclosed. Certain information, however, has been deleted from the enclosures.

Some of the information deleted from the documents was found to be currently and properly classified in accordance with Executive Order 13526. The information meets the criteria for classification as set forth in Subparagraphs (c) and (d) of Section 1.4 and remains classified TOP SECRET, SECRET, and CONFIDENTIAL as provided in Section 1.2 of the Executive Order. The information is classified because its disclosure could reasonably be expected to cause exceptionally grave damage to the national security. The information is exempt from automatic declassification in accordance with Section 3.3(b(1) and (6)) of E.O. 13526. Because the information is currently and properly classified, it is exempt from disclosure pursuant to the first exemption of the FOIA (5 U.S.C. Section 552(b)(1)). The information is exempt from automatic declassification in accordance with Section 3.3(b) of E.O. 13526.

In addition, this Agency is authorized by various statutes to protect certain information concerning its activities. We have determined that such information exists in these documents. Accordingly, those portions are exempt from disclosure pursuant to the third exemption of the FOIA, which provides for the withholding of information specifically protected from disclosure by statute. The specific statutes applicable in this case are Title 18 U.S. Code 798; Title 50 U.S. Code 3024(i); and Section 6, Public Law 86-36 (50 U.S. Code 3605).

Since these deletions may be construed as a partial denial of your request, you are hereby advised of this Agency's appeal procedures.

You may appeal this decision. If you decide to appeal, you should do so in the manner outlined below. NSA will endeavor to respond within 20 working days of receiving any appeal, absent any unusual circumstances.

ξ The appeal must be sent via U.S. postal mail, fax, or electronic delivery (e-mail) and addressed to:

NSA FOIA/PA Appeal Authority (P132)
National Security Agency
9800 Savage Road STE 6932
Fort George G. Meade, MD 20755-6932

The facsimile number is 443-479-3612.
The appropriate email address to submit an appeal is FOIARSC@nsa.gov.

ξ It must be postmarked or delivered electronically no later than 90 calendar days from the date of this letter. Decisions appealed after 90 days will not be addressed.
ξ Please include the case number provided above.
ξ Please describe with sufficient detail why you believe the denial of requested information was unwarranted.

You may also contact our FOIA Public Liaison at foialo@nsa.gov for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Rd. - OGIS
College Park, MD 20740
ogis@nara.gov
877-684-6448
(Fax) 202-741-5769

FOIA Case: 105938

Sincerely,

Michael Shields
for

JOHN R. CHAPMAN
Chief, FOIA/PA Office
NSA Initial Denial Authority

Encls:
a/s

PROMIS

COVER

Approved for Release by NSA on 10-17-2018, FOIA Case # 61810

PROMIS FRONT END LOAD
USERS MANUAL

(b)(3)-P.L. 86-36

PREPARED BY:
[redacted]
P0524 DATA SYSTEMS SUPPORT

CLASSIFIED BY NSA/CSSM 123-2
REVIEW ON 14 JULY 2012

PROMIS FRONT END LOAD
USERS MANUAL

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INTRODUCTION

THE PROMIS DATABASE IS THE DDO M204 FILE OF ALL NSA, U.S. FIELD, [redacted] SIGINT PRODUCT. IT IS MANAGED BY P05 FOR THE PURPOSE OF PROVIDING TIMELY RESPONSE TO AND ANALYSIS OF MISSION-RELATED PROBLEMS AND QUERIES. THE PROMIS SYSTEM CONTAINS THE NUMBER AND PERCENTAGES OF ALL PRODUCT PRODUCED BY OR RESPONDED TO UNDER SIGINT REQUIREMENTS. DATA CAN BE REFERENCED BY SUBJECT, TYPE OF ACTIVITY, PRIORITY, COUNTRY AND/OR COLLECTION SOURCE AND CAN BE MANIPULATED FOR RETRIEVAL IN MANY DIFFERENT FORMATS.

PROMIS RECEIVES ITS DATA FROM SIX MAIN SOURCES. THE SOURCES ARE: MESSENGER, A GROUP, B GROUP, G GROUP, W GROUP, AND SOLIS. MESSENGER CONTAINS ALL NSA SERIALIZED PRODUCT ISSUED FOR A ONE WEEK PERIOD. HOWEVER, MANY OF THE PROMIS FIELDS ARE NOT COMPLETE IN MESSENGER; THEREFORE, IT IS NECESSARY TO LOAD THE RECORDS FROM THE GROUPS ALSO. U.S. FIELD, [redacted] RECORDS ARE LOADED FROM SOLIS VIA PLATFORM. SOLIS IS ALSO AVAILABLE FOR NSA PRODUCT AND CAN BE LOADED TO PROMIS VIA PLATFORM ALSO.

THE PROMIS M204 FILE IS FORMATTED WITH TWENTY-THREE UNIQUE FIELDS. RETRIEVALS CAN BE DRAWN AGAINST THE DATABASE BY TWENTY-TWO OF THESE FIELDS, BY FIELD NAME. FIND FOLLOWING A LIST OF THE PROMIS FIELDS AND THE DEFINITION OF EACH.

PROMIS FIELDS

1. SERNUM - SERIAL NUMBER OF THE REPORT - THIS NUMBER IS GIVEN BY THE FLEX ROOM WHENEVER A REPORT IS ISSUED.

   A. SERIES - SERIES IS INDEXED OFF OF THE SERIAL NUMBER. IT APPEARS BEFORE THE 1'ST SLASH IN THE SERIAL NUMBER AND IDENTIFIES THE CLASSIFICATION OF THE REPORT.

   EX. 2/00/213-84

   SERIES = 2

S = SECRET
2 = SECRET CODEWORD
3 = TOP SECRET CODEWORD
K = COMPARTMENTED
G = GAMMA
Z = US EYES ONLY
Y = [redacted]
X = PLAIN TEXT
T = TOP SECRET

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B. PDDG - PDDG IS INDEXED OFF OF THE SERIAL NUMBER. THIS IDENTIFIES WHERE THE PRODUCT WAS WRITTEN AND ALSO MAKES UP PART OF THE SERIAL NUMBER.

EX. 2/00/179-84

00 = THE PDDG (IN THIS CASE 00 = NSA)

2. OPI - OFFICE OF PRIMARY INTEREST - THE OFFICE WHO PRODUCES THE REPORT.

A. OPI1 - INDEXED FROM OPI - GROUP ONLY.

B. OPI2 - INDEXED FROM OPI - GROUP & DIVISION.

C. OPI3 - INDEXED FROM OPI - GROUP & DIVISION & OFFICE.

D. OPI4 - INDEXED FROM OPI - GROUP & DIVISION & OFFICE & BRANCH.

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[redacted]

EX. OPI = G934
OPI1 = G
OPI2 = G9
OPI3 = G93
OPI4 = G934

3. DATE - THE DATE THE REPORT SERIAL NUMBER IS SENT OUT.

A. YEAR - INDEXED FROM THE DATE FIELD - 1'ST & 2'ND CHARACTERS OF THE DATE FIELD.

B. MONTH - INDEXED FROM THE DATE FIELD - 3'RD & 4'TH CHARACTERS OF THE DATE FIELD.

C. DAY - INDEXED FROM THE DATE FIELD - 5'TH & 6'TH CHARACTERS OF THE DATE FIELD.

EX. 850112

YEAR = 85
MONTH = 01
DAY = 12

4. TIME - TIME IN ZULU THAT THE REPORT SERIAL IS SENT OUT.

5. PDATE - PROCESS DATE - THE DATE THE DATA WAS PROCESSED (I.E., DATE ON THE TAPE).

6. DNUM - AN ARBITRARY ONE-UP NUMBER USED TO ISOLATE A SPECIFIC RECORD FOR PURPOSES OF DELETION, ETC.

7. [redacted]

8. LTITLE - LONG TITLE - TITLE OF THE REPORT - USUALLY 1 TO 3 LINES LONG, ABOUT THE SUBJECT.

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9. SIGAD - COLLECTOR SOURCE - IDENTIFIES SITE OF INFORMATION COLLECTION.

10. KIQ - THE PRIORITY AND REQUIREMENT ANSWERED IN THE REPORT.

A. PRI - PRIORITY IS INDEXED OFF OF THE KIQ. NUMBER PRECEEDING THE REQUIREMENT.

B. RQT - REQUIREMENT IS INDEXED OFF OF THE KIQ. REQUIREMENT (UP TO FOUR DIGITS) STATES COLLECTION GUIDLINES.

EX. 1R0056 ==> KIQ
1 ==> PRI
R0056 ==> RQT

R = COLLECTED BY COMINT
RT = COLLECTED BY ELINT
RF = COLLECTED BY FOREIGN INTELLIGENCE SIGNALS (FIS)

11. PREC - PERISHABLE INFORMATION IN REPORT.

EX. PREC = P

P - PRIORITY
O - OPERATIONAL IMMEDIATE
R - ROUTINE
Z - FLASH

12. DUMMY - THIS IS THE ONLY NON-RETRIEVABLE FIELD. IT IS USED IN COPY CLEANUP TO SIGNIFY THE BEGINNING OF A NEW RECORD.

13. CPDDG - SAME AS 1B; HOWEVER, CPDDG IS ASSIGNED TO U.S. FIELD, [redacted] REPORTS.

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MESSENGER

EACH MONDAY IT IS THE RESPONSIBILITY OF THE PROMIS PERSONNEL TO PICK UP THE MESSENGER TAPE FROM THE OMNIBUS/LUAU/EXPO OPERATIONS AREA (ROOM OP480, SECURE PHONE 3600). THE TAPE WILL CONTAIN ONE WEEK OF SERIALIZED PRODUCT: MONDAY MORNING THROUGH SUNDAY NIGHT, INCLUSIVE.

ONCE THE TAPE HAS BEEN PICKED UP, THE FOLLOWING WILL BE DONE BEFORE ADDING THE TAPE TO PROMIS.

1. A RED TAPE LABEL AND A TAPE NUMBER LABEL MUST BE FILLED OUT (SEE APPENDIX A) AND PLACED ON THE TAPE.

2. EDIT PROCEDURE XMESSENGER IN PROMIS AND CHANGE THE PDATE TO REFLECT THE CORRECT PDATE FOR THE TAPE. (THE CORRECT PDATE FOR THE TAPE CAN BE FOUND IN THE LISTING PROVIDED WITH THE MESSENGER TAPE).

3. IN MSGRJOBX IN TSO CHANGE THE TAPE NUMBER. (VOL=SER=#####A) REPLACE OLD TAPE NUMBER WITH TAPE NUMBER ON THE NEW MESSENGER TAPE.

4. LOG MESSENGER TAPE SERIAL NUMBER AND TRANSACTION NUMBER IN THE MESSENGER LOG BOOK. (THE TRANSACTION NUMBER IS A ONE UP NUMBER)

5. SUBMIT THE MESSENGER TAPE AND CARILLON JOB CARD (SEE APPENDIX B) TO THE CARILLON OPERATIONS AREA (ROOM OAP249, SECURE PHONE 1470).

6. IN TSO SUBMIT MSGRJOBX.

7. ONCE THE JOB HAS COMPLETED, IT CAN BE PICKED UP FROM THE CARILLON OPERATIONS AREA. THE LISTING MUST BE CHECKED TO ASSURE THE JOB COMPLETED PROPERLY. (CHECK CONDITION CODES, ETC.). IF MSGRJOBX DOES NOT COMPLETE CORRECTLY, MAKE NECESSARY CORRECTIONS & REPEAT STEP 5, 6, & 7.

8. MSGRJOBX WILL PRODUCE A LIST ON PROMIS RECORDS WITH ERRORS, THESE RECORDS SHOULD BE FIXED PROMPTLY.

9. THE MESSENGER TAPE CAN BE TURNED INTO THE SPECIAL SERVICES AREA (TAPE LIBRARY, ROOM OAP367) FOR STORAGE.

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PSR

EACH MONDAY [redacted] (A GROUP, PSR POINT OF CONTACT, SECURE PHONE 5501) WILL SUPPLY A DATASET CONTAINING A GROUP PRODUCT FOR THE PREVIOUS WEEK. ONLY AFTER MESSENGER HAS BEEN COMPLETED CAN THE A GROUP DATASET BE ADDED. (IT IS IMPORTANT TO FOLLOW THIS SEQUENCE AS THE A GROUP RECORDS WILL HOOK UP WITH THE SERIALS FOUND ON THE MESSENGER TAPE, THEREFORE REDUCING THE POSSIBILITY OF DUPLICATE SERIALS).

1. IN TSO - IN THE PSR DATASET - #25066.PSRCOVER.PROM - COUNT THE NUMBER OF RECORDS TO BE LOADED FOR THAT ONE WEEK PERIOD. THIS CAN BE DONE BY TYPING "F 'HH' ALL" IN THE COMMAND AREA. THIS WILL RETURN A NUMBER IN THE TOP RIGHT CORNER OF THE SCOPE WHICH WILL REFLECT THE NUMBER OF RECORDS TO BE LOADED IN THE DATASET.

2. SUBMIT A CARILLON JOB CARD. (SEE APPENDIX B)

3. PSRJOBX CAN BE SUBMITTED IN TSO.

4. ONCE THE JOB HAS COMPLETED, IT CAN BE PICKED UP FROM THE CARILLON OPERATIONS AREA. THE LISTING MUST THEN BE CHECKED TO ASSURE THE JOB RAN PROPERLY (CHECK CONDITION CODES, ETC.).

5. IF ALL COMPLETED CORRECTLY A COUNT OF RECORDS CONTAINING PRI=P CAN BE DONE IN PROMIS. THIS COUNT SHOULD BE THE SAME AS THE COUNT OBTAINED FROM THE DATASET. (STEP #1)

6. THE PSR DATASET MUST THEN BE DELETED. TO DELETE THE DATASET FOLLOW THE FOLLOWING STEPS.

    A. PULL UP THE DATASET IN TSO: '25066.PSRCOVER.PROM'

    B. IN THE PSRJOBX OUTPUT LISTING WILL BE A DUMP OF THE DATASET. COMPARE THE FIRST AND LAST RECORDS ON THE LISTING WITH THE FIRST AND LAST RECORDS IN THE DATASET

    C. IF THE RECORDS ARE IDENTICAL, THE DATASET CAN BE DELETED BY PLACING A **DD** ON THE FIRST LINE AND A **DD** ON THE LAST LINE OF THE DATASET AND ENTERING.

D. IF THE RECORDS ARE NOT IDENTICAL THIS WOULD INDICATE THAT ALL RECORDS DID NOT LOAD. IT MAY BE NECESSARY TO DO A RESTORE OF PROMIS. RECHECK THE LISTINGS - SOMETHING WENT WRONG!

JOBBER

1. CURRENTLY, DEFSMAC AND W GROUP RECORDS ARE MANUALLY TYPED INTO A DATASET BY JOBBER PERSONNEL (THIS PROCEDURE WILL SOON BE REPLACED WHEN THE WJOB IS COMPLETE). BEFORE THE DEFSMAC & W GROUP COVER SHEETS, THE FOLLOWING CORRECTIONS NEED TO BE MADE ON THE COVER SHEETS:

   1) FIELD 15 (TITLE)
   MARK THROUGH, WITH A PEN, ALL LINES SIMILAR TO "DEFSMAC OPD3 EVENT".

   2) FIELD 16 (COLLECTORS)
   PLACE A SPACE SYMBOL IN BETWEEN EACH DIFFERENT SIGAD, REMOVE DASHES AND ADD 'US' TO SIGADS
   EX. 903D TO US903D

2. THE COVER SHEETS NEED TO BE SEPARATED INTO TWO GROUPS: ONE CONTAINING COMPARTMENTED-TK MATERIAL, THE OTHER CONTAINING ALL NON-TK MATERIAL.

3. THE COVER SHEETS ARE THEN PLACED IN THE APPROPRIATE ENVELOPES (TK AND NON-TK) AND AN "ADP SERVICE REQUEST" IS TO BE FILLED OUT (SEE APPENDIX C)

4. THE COVER SHEETS ARE THEN SUBMITTED TO THE DATA OPERATIONS AREA (ROOM 1N088). THE DATA OPERATIONS AREA (JOBBER) WILL INPUT EACH COVER SHEET INTO OUR DESIGNATED DATASET ('#23590.JOBBER'). ONCE COMPLETED, THE COVERSHEETS CAN BE PICKED UP.

5. BEFORE ADDING THIS DATASET TO PROMIS, PROCEDURE XJOBBER MUST BE EDITED AND THE PDATE CHANGED TO REFLECT THE DATE THE DATASET WILL BE LOADED TO PROMIS.

6. A CARILLON JOB CARD (APPENDIX B) CAN BE SUBMITTED. THEN IN TSO, JOBRJOBX CAN BE SUBMITTED.

7. ONCE COMPLETED, THE JOB CAN BE PICKED UP FROM CARILLON AND THE LISTING CHECKED TO MAKE SURE THAT THE DATASET LOADED PROPERLY. IF THE JOB DOES NOT COMPLETE CORRECTLY, MAKE NECESSARY CORRECTIONS AND REPEAT STEPS 6 AND 7.

8. AT THE END OF THE LISTING, THE RECORDS LOADED AND 'THESE RECORDS FOR PDATE ______ HAVE DUPLICATE SERNUMS' WILL APPEAR. DELETE THE DUPLICATES.

SORS LISTINGS

ON A MONTHLY BASIS P0524 PROVIDES THE SIGINT OVERHEAD RECONNAISSANCE SUBCOMMITTEE (SORS) WITH INFORMATION ON OVERHEAD COLLECTION. THE OUTPUT IS IN THE FORM OF XEROX BOOKLETS AND IS DIVIDED BY GAMMA AND NONGAMMA.

THE FOLLOWING DETAILED OUTLINE MUST BE FOLLOWED TO CORRECTLY COMPLETE SORS MONTHLY REQUEST.

1. IN THE PROMIS M204 FILE CONVERT ALL THE OVERHEAD COLLECTORS TO THE PROPER MISSION NUMBER. THIS CAN BE DONE BY RUNNING THE PROCEDURE CONVERSION AGAINST A PARTICULAR PDATE.

   * NOTE: THE WEEKLY SUSTAINED JOB SHOULD TAKE CARE OF THIS STEP.

2. EDIT SORSGAMMA AND SORSNONGAMMA IN PROMIS AND CHANGE THE FIND CRITERIA TO REFLECT THE MONTH/YEAR YOU WISH TO RUN.

3. PICK UP TWO SCRATCH TAPES FROM THE TAPE LIBRARY. FILL OUT RED LABELS FOR EACH (ONE TAPE FOR GAMMA PRODUCT AND THE OTHER TAPE FOR NONGAMMA) SEE APPENDIX A.

4. IN TSO, IN SORSJOB, EDIT AND REPLACE BOTH VOL=SER=NUMBER WITH THE NUMBERS OF THE TAPES YOU JUST PICKED UP.

5. A JOB CARD, SEE APPENDIX B, AND TAPES CAN BE SUBMITTED TO CARILLON (ROOM OAP367).

6. SORSJOB CAN BE SUBMITTED THROUGH TSO.

7. WHEN COMPLETE THE JOB AND TAPES MAY BE PICKED UP FROM CARILLON. THE TAPES AND XEROX REQUEST - (SEE APPENDIX D) ARE THEN SUBMITTED FOR XEROX REPRODUCTION (FILL OUT THE XEROX PRINT REQUEST - SEE XEROX FOLDER FOR REQUEST XEROX SHEET) AT THE TAPE LIBRARY (ROOM OAP367).

8. XEROX WILL CALL WHEN THE COPIES ARE READY FOR PICK-UP.

9. TO COMPLETE THE SORS REQUEST, SORS/ALL/GAMMA AND SORS/ALL/NONGAMMA PROCEDURES ARE TO BE RUN. EDIT THESE TO REFLECT DESIRED YEAR, MONTH. THEN PRINT FROM M204 - 2 COPIES OF EACH:

```
USE $PRINT SC=S C=2 I=QRLFRY
I SORS/ALL/GAMMA OR I SORS/ALL/NONGAMMA
```

IN THIS FOLDER ARE SAMPLES OF BOTH THE SORSGAMMA AND THE SORSNONGAMMA OUTPUT ONCE THEY ARE COMPLETED IN XEROX (SEE APPENDIX E). THIS IS WHAT THE FINAL PRODUCT SHOULD LOOK LIKE.

POINT OF CONTACT FOR THE SORS LIST IS [redacted] OCMC (P5) SECURE PHONE 1296.

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AJOB

PERIODICALLY AN ADDITIONAL A GROUP DATASET IS LOADED TO DATASET NAME:

'#25157.PSR.PROMIS'

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[redacted], (THE A GROUP POINT OF CONTACT) WILL CALL WHEN THE DATASET IS READY. THIS DATASET WILL FILL IN A GROUP RECORDS WITH MISSING DATA FROM THE PSR LOAD.

ONCE A NEW DATASET IS LOADED THE FOLLOWING STEPS ARE TO BE DONE BEFORE LOADING RECORDS TO PROMIS:

1. IN TSO PULL UP THE A GROUP DATASET.

2. COUNT THE NUMBER OF RECORDS TO BE LOADED FROM THE THE DATASET:

   TYPE: F 'HH' ALL IN THE COMMAND AREA. THIS WILL RETURN THE NUMBER OF RECORDS TO BE LOADED IN THE TOP RIGHT CORNER.

3. CHECK THE PDATE OF THE DATASET:

   TYPE: RIGHT IN THE COMMAND AREA - THE PDATE IS IN COLUMN 85.

4. IN PROMIS, EDIT PROCEDURE DEDUPE. CHANGE THE PDATE TO THE CORRECT PDATE FOR THE LOAD.

5. SUBMIT A CARILLON JOB CARD.

6. SUBMIT AJOBX IN TSO.

7. WHEN COMPLETE THE JOB CAN BE PICKED UP FROM CARILLON AND CHECKED TO MAKE SURE IT COMPLETED PROPERLY (CONDITION CODES, ETC.). IF ANY PROBLEMS OCCUR, TAKE THE NECESSARY STEPS TO RE-RUN THE JOB.

8. CHECK A GROUP RECORDS FOR MISSING FIELDS, OR ANY ERRORS. FIX IF POSSIBLE; OTHERWISE PRODUCE LISTING OF RECORDS THAT ARE UNABLE TO BE FIXED AND SEND TO LINDA HUNTZBERRY FOR INPUT.

POINT OF CONTACT: [redacted]
SECURE PHONE: 4113

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BJOB

ON THE 20'TH OF EACH MONTH A DATASET CONTAINING ALL B GROUP PRODUCT FOR THE PRIOR MONTH. THE DATASET NAME IS:

'#26286.PROMIS'

ONCE A NEW DATASET HAS BEEN LOADED THE FOLLOWING STEPS ARE TO BE DONE BEFORE LOADING RECORDS TO PROMIS:

1. IN TSO PULL UP THE B GROUP DATASET.

2. COUNT THE NUMBER OF RECORDS TO BE LOADED FOR THE DATASET:

   TYPE: F 'HH' ALL IN THE COMMAND AREA. THIS WILL RETURN THE NUMBER OF RECORDS TO BE LOADED IN THE TOP RIGHT CORNER.

3. CHECK THE PDATE OF THE DATASET:

   TYPE: RIGHT IN THE COMMAND AREA - THE PDATE IS IN COLUMN 85.

4. IN PROMIS, EDIT PROCEDURE DEDUPE. CHANGE THE PDATE TO THE CORRECT PDATE FOR THE LOAD.

5. SUBMIT A CARILLON JOB CARD.

6. SUBMIT BJOBX IN TSO.

7. WHEN COMPLETE THE JOB CAN BE PICKED UP FROM CARILLON AND CHECKED TO INSURE IT COMPLETED PROPERLY (CONDITION CODES, ETC...). IF ANY PROBLEMS OCCUR, TAKE THE NECESSARY STEPS TO RE-RUN THE JOB.

8. CHECK B GROUP RECORDS FOR MISSING FIELDS, OR ANY ERRORS. FIX IF POSSIBLE; OTHERWISE PRODUCE A LISTING OF RECORDS THAT ARE UNABLE TO BE FIXED AND SEND THEM TO [redacted] (THE B GROUP POINT OF CONTACT)

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POINT OF CONTACT:

[redacted]

SECURE PHONE: 6011

GJOB

ON THE 20'TH OF EACH MONTH A DATSET IS CREATED CONTAINING ALL G GROUP PRODUCT FOR THE PRIOR MONTH. THE DATSET NAME IS:

```
'#27121.PROMIS.MONYR'
                I___I
                  I
                THIS REFLECTS THE MONTH AND YEAR
                CONTAINED IN THE DATSET.
```

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[redacted] (THE G GROUP POINT OF CONTACT) WILL CALL TO HAVE SOMEONE FROM PROMIS COME AND SIGN FOR THE NEW DATASET.

ONCE THE DATASET HAS BEEN SIGNED FOR THE FOLLOWING STEPS NEED TO BE DONE BEFORE LOADING THE RECORDS TO PROMIS:

1. IN TSO PULL UP THE G GROUP DATASET.

2. COUNT THE NUMBER OF RECORDS TO BE LOADED FOR THE DATASET:

   TYPE: F 'HH' ALL IN THE COMMAND AREA. THIS WILL RETURN THE NUMBER OF RECORDS TO BE LOADED IN THE TOP RIGHT CORNER.

3. CHECK THE PDATE OF THE DATSET:

   TYPE: RIGHT IN THE COMMAND AREA - THE PDATE IS IN COLUMN 85

4. IN GJOBX CHANGE THE DATSET NAME TO THE CURRENT NAME (MONTH & YEAR) TO BE LOADED.
   (EX. '#27121.PROMIS.NOV85')

5. IN PROMIS, EDIT PROCEDURE DEDUPE. CHANGE THE PDATE TO THE CORRECT PDATE FOR THE LOAD.

6. SUBMIT A CARILLON JOB CARD.

7. SUBMIT GJOBX IN TSO.

8. WHEN COMPLETE THE JOB CAN BE PICKED UP FROM CARILLON AND CHECKED TO INSURE COMPLETED PROPERLY (CONDITION CODES, ETC...). IF ANY PROBLEMS OCCUR, TAKE THE NECESSARY STEPS TO RE-RUN JOB.

9. CHECK G GROUP RECORDS FOR MISSING FIELDS, OR ANY ERRORS. FIX IF POSSIBLE; OTHERWISE PRODUCE LISTING OF RECORDS THAT ARE UNABLE TO BE FIXED AND SEND THEM TO [redacted]

POINT OF CONTACT: [redacted]
SECURE PHONE: 4523
ROOM NUMBER: 5A162

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WJOB

THIS IS STILL IN THE DEVELOPMENT STAGE. WHEN COMPLETED SHOULD RESEMBLE THE OTHER GROUP LOADS. THIS ALSO WILL ELIMINATE THE NEED FOR JOBBER FOR W RECORDS. PROJECTED COMPLETION JANUARY 1986.

POINT OF CONTACT:

[redacted] (b)(3)-P.L. 86-36

SECURE PHONE: 5671

NSA PRODUCT

1. NSA PRODUCT - TO RETRIEVE SOLIS PRODUCT TYPE THE FOLLOWING TO RESEMBLE THE FOLLOWING RETRIEVAL SCREEN (CHANGE THE DATE RANGE TO REFLECT THE DATES DESIRED.)

```
 <SOLIS RETRIEVAL 7.0 QUERY...XX123  MODE...QM > -COMMAND AREA-

   1> PRODEX=00                                                 <09555
AND
   2> DR=860101 TO 860113                                       <10789
AND
   3> WINDEX SECTIONONEONLY                                     <12767
AND
   4>                                                           <   XXX
AND
   5>                                                           <   XXX
AND
   6>                                                           <   XXX
AND
   7>                                                           <   XXX
WITHOUT
   8> ;CAVEAT READDRESSAL                                       <00095
^
                             003318 ITEMS SATISFY THIS QUERY.
FOR ENTRY TAB CURSOR HERE >    < AND
ENTER CONTROL-C, PUSH HOME AND SEND^
```

2. ONCE THE NUMBER OF "ITEMS TO SATISFY THE QUERY" HAVE BEEN RETURNED TO THE SCREEN, TYPE THE FOLLOWING IN THE COMMAND AREA.

```
     A2RX:C(RLFRY/PASSWD)
```

```
 *******************************************************
 *                                                     *
 *   A2RX=SOLIS PREFORMATTED OUTPUT                    *
 *                                                     *
 *        C=CANDE FILE                                 *
 *                                                     *
 *         (RLFRY/PASSWD)=USERCODE/PASSWD ON PULPWOOD  *
 *                                                     *
 *******************************************************
```

3. WHEN THE CANDE FILE HAS BEEN CREATED A MESSAGE WILL COME BACK TO THE SCOPE, STATING THAT A CANDE FILE HAS BEEN CREATED AND THE CANDE FILE NAME.

CANDE FILE (RLFRY)SOLIS/DA327C ON CPRPACK1 HAD BEEN CREATED ON PULPWOOD. PUSH XMT TO CONTINUE.

4. THE FILE IS NOW READY TO BE TRANSFERED TO CARILLON. USE THE CANDE FILE NAME THE SYSTEM JUST CREATED IN THE TRANSFER.

EX. SOLIS/DA327C

U.S. FIELD

1. U.S. FIELD RETRIEVAL IS STORED IN A CANNED QUERY NAMED #LH100. ONCE IN THE SOLIS "AND" SCREEN, TYPE IN THE COMMAND AREA "#LH100". THIS WILL BRING UP THE U.S. FIELD FORMATTED SCREEN. THE DATA RANGE IS ONLY THING THAT NEEDS TO BE CHANGED ON THIS SCREEN.

```
 <SOLIS RETRIEVAL 7.0 QUERY...LH100  MODE...QM > -COMMAND AREA-

   1> EDR=01JAN85 TO 31JAN85    ( (SECTIONONEONLY OR SECTION1)             <
   2>   (PRODEX   AC $OR AJ AL AR A4 A9       BB BO       DQ     EF E4     <
   3>     FJ FP        HE HN HU          IL IM IN IU IY I9                 <
   4>      JC JE JF J1 J3       KA KH KX KY KZ      LD LG MA MB MD MS <
   5>    NS NT NY N9        OB        PB PG PG PL PP PR PY P1 P5 P9     <
   6>       QH QI QN QT QU QV Q6        RE RG RP RQ RY R3       SY  WN   <
   7>           XD XF XG XJ XP XR XS XW XY  X6       YD                  <
   8>    32  39      4Z   41            5G      6T  61      75 )         <
   9>                                                                    <
  10>    OR *------U--S--FIELD----ACCOUNTING-----QUERY     )             <
^
FOR ENTRY TAB CURSOR HERE >   < AND
ENTER CONTROL-C, PUSH HOME AND SEND^
```

2. ONCE THE NUMBER OF ITEMS IS RETURNED TYPE

A2RX:C(RLFRY/PASSWD) IN THE COMMAND AREA

```
**************************************************
*                                                *
*          A2RX = SOLIS PREFORMATED OUTPUT       *
*                                                *
*             C = CANDE FILE                     *
*                                                *
*  RLFRY/PASSWD = USERCODE/PASSWORD ON PULPWOOD  *
*                                                *
**************************************************
```

3. A MESSAGE WILL BE RETURNED STATING THAT A CANDE FILE HAD BEEN CREATED AND THE CANDE FILE NAME.

CANDE FILE (RLFRY)SOLIS/DA327C ON CPRPACK1 HAD BEEN CREATED ON PULPWOOD. PUSH XMT TO CONTINUE.

4. THE FILE IS NOW READY TO BE TRANSFERRED TO CARILLON. USE THE CANDE FILE NAME JUST CREATED IN THE TRANSFER.

EX. SOLIS/DA327C

(b)(1)
(b)(3)-P.L. 86-36

[redacted]

1. [redacted] CAN BE RETRIEVED BY PULLING UP THE FOLLOWING CANNED QUERY IN SOLIS - #MB098. (TYPE #MB098 IN THE COMMAND AREA OF THE "AND SCREEN." THIS WILL PULL UP THE PRE-FORMATTED SCREEN AS FOLLOWS. (THE DATE RANGE IS THE ONLY FIELD TO BE ALTERED)

```
 <SOLIS RETRIEVAL 7.0 QUERY...MB098  MODE...QM > -COMMAND AREA-

   1> EDR=01JAN85 TO 31JAN85     ( (SECTIONONEONLY OR SECTION1)          <
   2>                                                                    <
   3> ( PRODEX    AA    $OR    J6     VO      YH    YI    YL    ZI    OP    OW  <
   4> 1P   1Q        3K     4I      4P          5H          6Q   6Y   7S      <
   5>                                                                    <
   6> EE     A2      4G      5M      6R     71     9Q    VB       II     IV  <
   7>                                                                    <
   8>    UU     6A    6B    6C    6D )                                   <
   9>                                                                    <
  10>    OR *----[redacted]---ACCOUNTING-----QUERY-----    )            <
^
FOR ENTRY TAB CURSOR HERE >   < AND
ENTER CONTROL-C, PUSH HOME AND SEND^
```

2. ONCE THE NUMBER OF "ITEMS TO SATISFY THE QUERY" HAVE BEEN RETURNED, TYPE:

A2RX:C(RLFRY/PASSWD) IN THE COMMAND AREA

```
 *************************************************
 *                                               *
 *          A2RX = SOLIS PREFORMATED OUTPUT      *
 *                                               *
 *             C = CANDE FILE                    *
 *                                               *
 *  RLFRY/PASSWD = USERCODE/PASSWORD ON PULPWOOD *
 *                                               *
 *************************************************
```

3. A MESSAGE WILL BE RETURNED STATING THAT A CANDE FILE HAD BEEN CREATED AND THE CANDE FILE NAME.

```
     CANDE FILE (RLFRY)SOLIS/DA327C ON CPRPACK1 HAD BEEN CREATED ON
PULPWOOD.  PUSH XMT TO CONTINUE.
```

4. THE FILE IS NOW READY TO BE TRANSFERRED TO CARILLON. USE THE CANDE FILE NAME JUST CREATED IN THE TRANSFER.

EX. SOLIS/DA327C

(b)(1)
(b)(3)-P.L. 86-36

~~SECRET~~

[redacted]

1. [redacted] CAN BE RETRIEVED BY PULLING UP THE FOLLOWING CANNED QUERY IN SOLIS - #MB099. (TYPE #MB099 IN THE COMMAND AREA OF THE "AND SCREEN." THIS WILL PULL UP THE PRE-FORMATTED SCREEN AS FOLLOWS. (THE DATE RANGE IS THE ONLY FIELD TO BE ALTERED)

```
 <SOLIS RETRIEVAL 7.0 QUERY...MB099  MODE...QM > -COMMAND AREA-

   1> EDR=01JAN85 TO 31JAN85     ( (SECTIONONEONLY OR SECTION1)        <
   2>                                                                  <
   3>  ( PRODEX   ( B7 OR  IO ; -TABET)  ( -PYLON PRODEX U9)           <
   4>                                                                  <
   5>        ( V7 ; -TAMMY -CHISEL )      (    PRODEX   3P   )         <
   6>                                                                  <
   7>   ( TK  ;-DIVERSITY)     ( -CARLOP PRODEX V8)        )            <
   8>                                                                  <
   9>                                                                  <
  10>    OR *---[redacted]--ACCOUNTING---QUERY-----       )            <
^
FOR ENTRY TAB CURSOR HERE >   < AND
ENTER CONTROL-C, PUSH HOME AND SEND^
```

2. ONCE THE NUMBER OF "ITEMS TO SATISFY THE QUERY" HAVE BEEN RETURNED, TYPE:

```
     A2RX:C(RLFRY/PASSWD) IN THE COMMAND AREA
```

```
 *************************************************
 *                                               *
 *           A2R = SOLIS PREFORMATED OUTPUT      *
 *                                               *
 *             C = CANDE FILE                    *
 *                                               *
 *  RLFRY/PASSWD = USERCODE/PASSWORD ON PULPWOOD *
 *                                               *
 *************************************************
```

3. A MESSAGE WILL BE RETURNED STATING THAT A CANDE FILE HAD BEEN CREATED AND THE CANDE FILE NAME.

```
     CANDE FILE (RLFRY)SOLIS/DA327C ON CPRPACK1 HAD BEEN CREATED ON
PULPWOOD.  PUSH XMT TO CONTINUE.
```

4. THE FILE IS NOW READY TO BE TRANSFERRED TO CARILLON. USE THE CANDE FILE NAME JUST CREATED IN THE TRANSFER.

EX. SOLIS/DA327C

~~SECRET~~

PLATFORM TRANSFER

THE PLATFORM TRANSFER LOADS RECORDS FROM A DESIGNATED CANDE FILE TO THE #23590.SOLIS DATASET. THIS TRANSFER CAN BE COMPLETED BY EXECUTION THE FOLLOWING COMMANDS ON WINDMILL VIA PLATFORM/NETMCS.

ENTER THE FOLLOWING COMMAND TO TRANSFER CONTROL OF THE TERMINAL TO THE PLATFORM/NETMCS SYSTEM.

```
******************************
*                            *
*   ?MCS PLATFORM/NETMCS     *
*                            *
******************************
```

THE FOLLOWING SCREEN WILL BE DISPLAYED:

```
***********************************************************
* B7800:138 WINDMILL PLATFORM/NETMCS ON NSASYSTEM. 33.228 *
* DATE: 05/01/84  TIME:  12:10:31, YOU ARE SOLI987(185)   *
*                                                         *
* OPTIONS AVAILABLE TO YOU ARE:                           *
*  YOU USERCODE OR                                        *
*  1.  LOGOFF                                             *
* ENTER YOUR CHOICE                                       *
*                                                         *
***********************************************************
```

AFTER RECEIVING THIS MENU SCREEN ENTER YOUR WINDMILL USERCODE.

AFTER YOUR USERCODE HAS BEEN ENTERED, YOU WILL THEN BE PROMPTED FOR YOUR WINDMILL PASSWORD.

```
******************************
*                            *
*  ENTER PASSWORD, PLEASE    *
*                            *
******************************
```

IF YOUR WINDMILL USERCODE AND PASSWORD HAVE BEEN SUCCESSFULLY ENTERED YOU WILL THEN BE PROMPTED FOR YOUR WINDMILL CHARGECODE.

```
******************************
*                            *
*  ENTER CHARGECODE, PLEASE  *
*                            *
******************************
```

AFTER SUCCESSFULLY ENTERING A WINDMILL CHARGECODE, YOU WILL RECIEVE A MENU SCREEN SIMILAR TO THE FOLLOWING

```
************************************************************
*                                                          *
* B7800:138 WINDMILL PLATFORM/NETMCS ON NSASYSTEM. 33.228 *
* DATE: 05/01/84  TIME:  12:10:31, YOU ARE SOLI987(185)    *
*                                                          *
* OPTIONS AVAILABLE TO YOU ARE:                            *
*  YOUR USERCODE OR                                        *
*  1.  LOGOFF                                              *
*  2.  USER TELNET                                         *
*  3.  FTP                                                 *
* ENTER NUMBER OF YOUR CHOICE.                             *
*                                                          *
************************************************************
```

ENTER THE NUMBER 3. THIS WILL CAUSE THE PLATFORM/NETMCS SYSTEM TO START THE FILE CONTROLLER PROCESS.

```
******************************
*                            *
*  *HOST AZUREAN             *
*                            *
******************************
```

ENTER THE HOST COMMAND FOR CARILLON.

IF AZUREAN IS DOWN REENTER USING HOST BITTERS, DEBATER, OR ENDRIN.

ENTER THE LOGIN INFORMATION FOR THE IBM SYSTEM.

```
******************************
*                            *
*  LOG DMBARNE,PASSWD,23590  *
*                            *
******************************
```

ENTER THE TRUNCATE AND PAD OPTIONS COMMAND.

```
*****************************
*                           *
*  OPT T,P                  *
*                           *
*****************************
```

TYPE IN THE NAME OF THE DATASET WHICH WILL RECEIVE THE CANDE FILE.

FC
File
Create
(no do on [illegible])

```
*******************************************
*                                         *
*  REC FR #23590.SOLIS                    *
*        OR                               *
*  REC FI #23590.SOLIS,(DISP=(MOD,KEEP))  *
*                                         *
*******************************************
```

<u>KNOW THE DIFFERENCE</u>

ENTER THE HOST COMMAND FOR WINDMILL.

```
*****************************
*                           *
*  *HOST WINDMILL           *
*                           *
*****************************
```

ENTER THE LOGIN INFORMATION FOR WINDMILL.

```
*************************************
*                                   *
*  LOG RLFRY,PASSWD,T3NF00031023126 *
*                                   *
*************************************
```

TYPE IN THE NAME OF THE CANDE FILE TO BE SENT.

```
*************************************
*                                   *
*  SEND FI SOLIS/CANDE FILE NAME    *
*                                   *
*************************************
```

ENTER THE COMMAND TO TRANSFER THE FILE.

```
*****************************
*                           *
*  *TRA                     *
*                           *
*****************************
```

ENTER THE COMMAND TO TERMINATE THE PLATFORM/NETMCS SYSTEM.

```
*****************************
*                           *
*  *END                     *
*                           *
*****************************
```

AFTER THE FILE HAS BEEN SUCCESSFULLY TRANSFERRED, THE PROPER JOB CAN BE SUBMITTED IN TSO AND EXECUTED OR ANOTHER TRANSFER CAN BE DONE, WHICHEVER IS APPROPRIATE.

~~SECRET~~

(b)(1)
(b)(3)-P.L. 86-36

P54JOB

P54JOB PROVIDES P54 WITH A DATASET [redacted] THIS DATSET IS LOADED ON A MONTHLY BASIS.

BEFORE SENDING DATASET THE FOLLOWING STEPS MUST BE TAKEN:

1. EDIT PROCEDURE P54SITES IN PROMIS AND CHANGE YEAR, AND MONTH FIELDS TO REFLECT TIME FRAME TO BE RETRIEVED.

2. IN TSO SUBMIT P54JOB. (NOTE: DO NOT SUBMIT A CARILLON JOB CARD, AS OUTPUT DESTINATION IS P54)

P54 PERSONNEL WILL CHECK LISTINGS TO SEE THAT THE JOB RAN AND COMPLETED PROPERLY. THEY WILL CALL IF ANY ERRORS OCCUR.

POINT OF CONTACT: [redacted]
SECURE PHONE: 3485

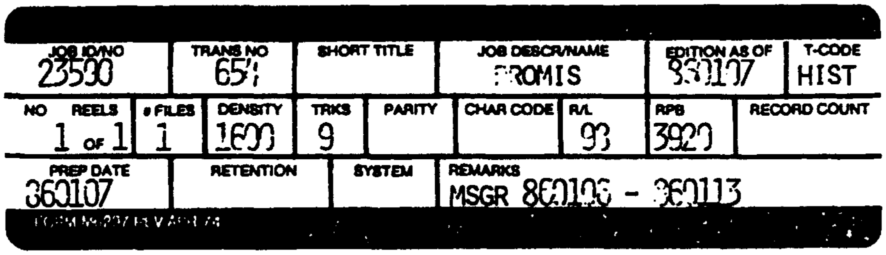
[redacted] (TECHNICAL)
SECURE PHONE: 4021

(b)(3)-P.L. 86-36

~~SECRET~~

APPENDIX A: :TAPE LABELS AND STRAP LABELS

MESSENGER: THE MESSENGER TAPE LABEL SHOULD BE FILLED OUT AS FOLLOWS.



JOB ID/NO	TRANS NO	SHORT TITLE	JOB DESCR/NAME	EDITION AS OF	T-CODE
23590	654		PROMIS	860107	HIST

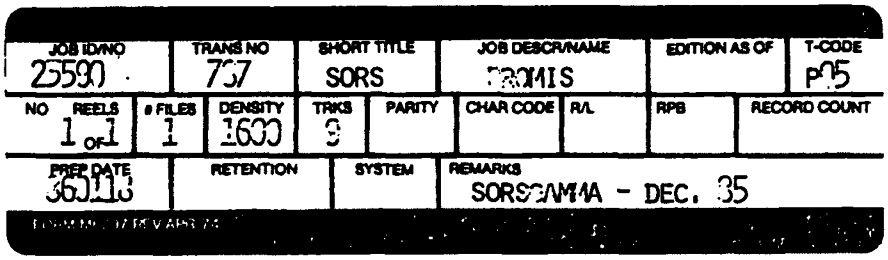
NO REELS	# FILES	DENSITY	TRKS	PARITY	CHAR CODE	R/L	RPB	RECORD COUNT
1 OF 1	1	1600	9			93	3920	

PREP DATE	RETENTION	SYSTEM	REMARKS
860107			MSGR 860106 - 860113

FORM NO. 207 REV APR 74

NOTE: DATES AND TRANACTION NUMBERS WILL CHANGE EACH WEEK.

SORS: THE SORS TAPE LABELS SHOULD BE FILLED OUT AS FOLLOWS, ONE LABELED FOR GAMMA PRODUCT AND THE OTHER LABELED FOR NON-GAMMA.

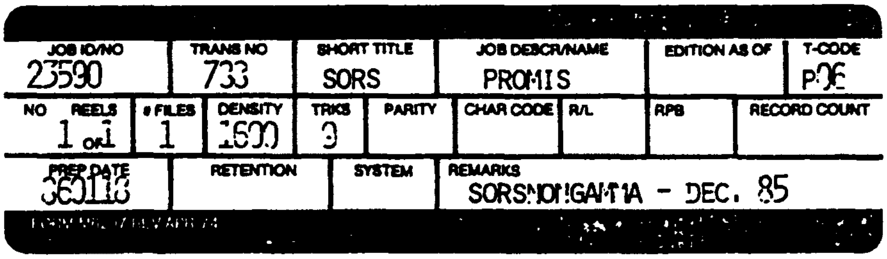


JOB ID/NO	TRANS NO	SHORT TITLE	JOB DESCR/NAME	EDITION AS OF	T-CODE
23590	737	SORS	PROMIS		P05

NO REELS	# FILES	DENSITY	TRKS	PARITY	CHAR CODE	R/L	RPB	RECORD COUNT
1 OF 1	1	1600	9					

PREP DATE	RETENTION	SYSTEM	REMARKS
860113			SORSGAMMA - DEC. 85

FORM NO. 207 REV APR 74



JOB ID/NO	TRANS NO	SHORT TITLE	JOB DESCR/NAME	EDITION AS OF	T-CODE
23590	733	SORS	PROMIS		P06

NO REELS	# FILES	DENSITY	TRKS	PARITY	CHAR CODE	R/L	RPB	RECORD COUNT
1 OF 1	1	1600	9					

PREP DATE	RETENTION	SYSTEM	REMARKS
860113			SORSNONGAMMA - DEC. 85

FORM NO. 207 REV APR 74

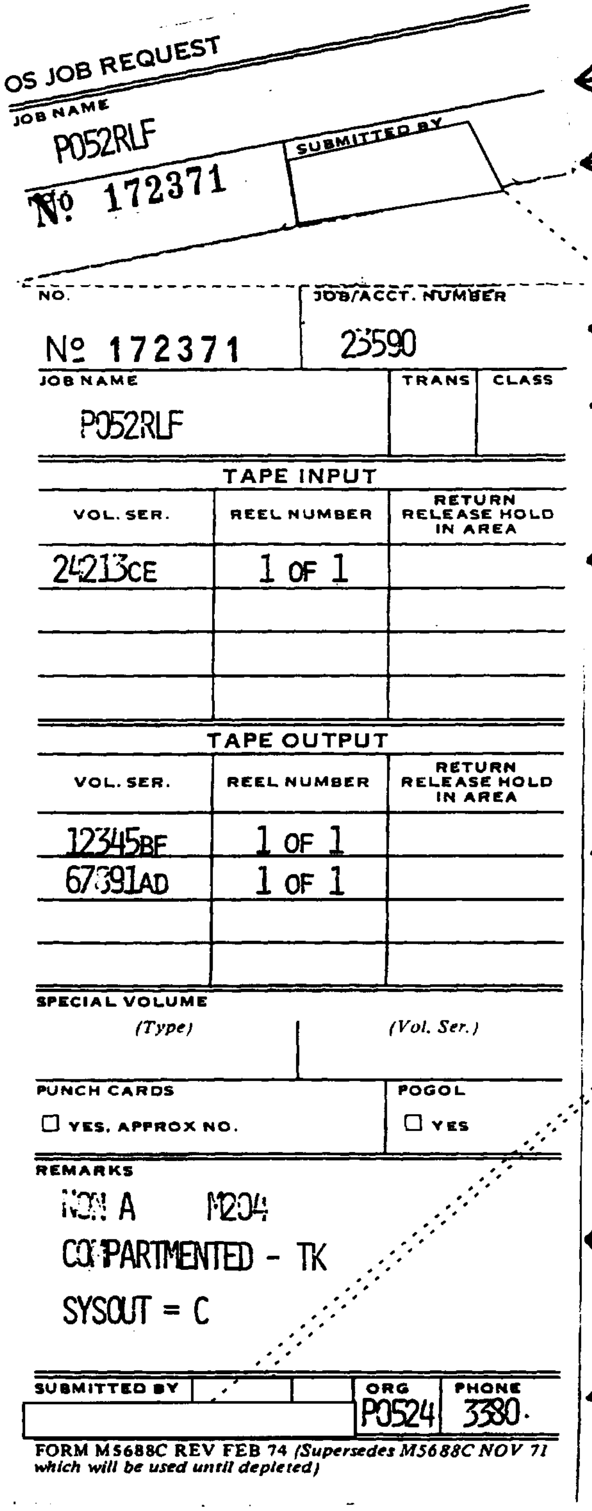
NOTE: DATES AND TRANACTION NUMBERS WILL CHANGE MONTHLY.

2
1
7
9
8
B
F

STRAP LABEL - MUST BE ON ALL TAPE STRAPS BEFORE SUBMITTING TAPE TO ANY OPERATIONS AREA.

APPENDIX B CARILLON JOB CARD

CARILLON JOB CARD - TURN INTO CARILLON OPERATIONS AREA PRIOR TO SUBMITTING ANY JOB THROUGH TSO.



OS JOB REQUEST

JOB NAME P052RLF

SUBMITTED BY

№ 172371

NO. № 172371	JOB/ACCT. NUMBER 23590

JOB NAME	TRANS	CLASS
P052RLF		

TAPE INPUT

VOL. SER.	REEL NUMBER	RETURN RELEASE HOLD IN AREA
24213CE	1 OF 1	

TAPE OUTPUT

VOL. SER.	REEL NUMBER	RETURN RELEASE HOLD IN AREA
12345BF	1 OF 1	
67391AD	1 OF 1	

SPECIAL VOLUME

(Type)	(Vol. Ser.)

PUNCH CARDS	POGOL
☐ YES, APPROX NO.	☐ YES

REMARKS

NON A M204
COMPARTMENTED - TK
SYSOUT = C

SUBMITTED BY	ORG	PHONE
	P0524	3380.

FORM M5688C REV FEB 74 *(Supersedes M5688C NOV 71 which will be used until depleted)*

KEEP THIS PORTION OF THE JOB CARD UNTIL JOB HAS COMPLETED.

NAMES OF PERSONEL ABLE TO PICK UP THE JOB.

PROMIS ACCOUNT NUMBER.

JOBNAME AS APPEARS ON THE JOB IN TSO.

IF RUNNING MESSENGER - FILL MESSENGER TAPE NUMBER IN INPUT SECTION.

(b)(3)-P.L. 86-36

IF RUNNING SORS - FILL IN THE TAPE NUMBERS IN THE OUTPUT SECTION.

THIS SECTION MUST ALWAYS BE FILLED OUT ON A JOB CARD. IT TELLS THE OPERATOR THAT THE JOB IS RUNNING ON NON A SYSTEM M204, THAT IT IS COMPARTMENTED AND THE OUTPUT CLASS IS COMPARTMENTED.

SAMES NAMES AS ON THE TOP, THE ORGANIZATION AND SECURE PHONE.

~~COMPARTMENTED - TK~~
SECURITY CLASSIFICATION

PAGE OF PAGES

ADP SERVICES REQUEST

JOB NUMBER 23590	TRANS NO 777	SUBMITTED BY [redacted]	ORG P0524	EXT 3380s	RCVRS INIT.	LOG NO
JOB NAME		NAME OF CONTACT			DATE/TIME IN C/C
		SPONSOR	ORG	EXT	DATE/TIME IN LIB

(b)(3)-P.L. 86-36

INPUT DATA RECORD

JOB NUMBER	TRANS	TYPE OF INPUT				CODE	QTY	CONTROL OR TAPE SER	LOC	TO	SPECIAL INSTRUCTIONS
		TAPE	CARD	LIST	P/T						

HARDCOPY INPUT

FOR JOBBER

OPNS HOLD LOC	TEMP TAPE LOC	DATE/TIME OPNS

OUTPUT DATA RECORD

IDENT NO.	CODE	LOC.	TO	IDENT. NO.	CODE	LOC.	TO

FOR CENTRAL CONTROL ONLY

LISTINGS	TAPES: *(mag)*	*(paper)*	HARD COPY	PRECEDENCE
CARDS: *(deck)*	*(trays)*	TIME/DATE QC CHECK	INITIAL	
SIGNATURE				RELEASE DATE TIME

FORM H5661 REV MAR 78 *(Supersedes J5661 Rev Feb 72 which is obsolete)*

SECURITY CLASSIFICATION
~~COMPARTMENTED - TK~~

APPENDIX D XEROX REPRODUCTION SHEET

(b) (3)-P.L. 86-36

XEROX 9700 PRINT REQUEST

Job Number: 23590
Submitted By: [redacted]
Received By:

Trans Number: 777
Date/Time: 851224/0800
Date/Time:

Organization: P0524
Phone: 3380s
Phone:

SPECIAL INSTRUCTIONS

Highest Security Classification of Data (circle) :

UNCLASSIFIED - CONFIDENTIAL - SECRET - SECRET CODEWD. - TOP SECRET - TOP SECRET CODEWD. - [✓ ~~TK~~] - HVCCO

Tape Serial Number	Reel Number	File Number	Number Of Copies	Request Number	Shaded Bar
12345AB	1 OF 1	1	11	R14	NO
67891CD	1 OF 1	1	11	R14	NO
	OF				
	OF				
	OF				
	OF				
	OF				
	OF				

BINDING INSTRUCTIONS

GLUE
☒ Top
☐ Left Side
☐ Right Side
☐ Bottom

DRILL
☐ Top
☐ Left Side
☐ Right Side
☐ Bottom

BOOKING
☐ Staple
☐ Metal Fasteners
☐ No Binding

COVERS
☐ Front
☐ Back
☒ Front and Back

OPERATOR COMMENTS

AL Mail

PROMIS M204 LOAD AND RETRIEVAL
USERS' MANUAL

1 MAY 1985

PREPARED BY:

[redacted]
A693

(b)(3)-P.L. 86-36

REVIEWED BY:

[redacted]
D/CHIEF, A693

CLASSIFIED BY NSA/CSSM 123-2
REVIEW ON 1 MAY 2015

July 9, 1985

Approved for Release by NSA on 10-17-2018, FOIA Case # 61810

PROMIS LOAD AND RETRIEVAL MANUAL

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(b)(3)-P.L. 86-36

PROMIS LOAD AND RETRIEVAL MANUAL

1. INTRODUCTION

The PROMIS database is the DDO M204 file for NSA SIGINT product. It is managed by P05 for the purpose of providing timely response to and analysis of mission related problems and queries.

The PROMIS system provides both the totals and percentages of all product produced by or responded to under SIGINT requirements. Data can be referenced by subject, date, time, type of activity, priority, country, and/or collection source and can be manipulated for retrieval in many different formats. Information derived from PROMIS is used by all levels of agency management, including the DDO and the Director, to support Intelligence Community users and committees, e.g. SORS, SIRVES, SIGCOM.

2. PROMIS FILE STRUCTURE AND DATA DICTIONARY

The PROMIS system contains both procedures and data in one M204 file. There is only one record type in the file with 22 field=value pairs available for retrievals. (Note: a 23rd field, DUMMY, is required for copy cleanup but is not available to the user for data retrievals.) Not all fields are required to be present in each record and many of fields are multiply occurring (i.e. more than one value is possible).

2.1. PROMIS RECORD FIELDS

In the field descriptions below, an asterisk (*) indicates that the field is multiply occurring.

1. DATE -- Product Report Date

Attributes: (UP DEF NFRV KEY NCOD BIN NR VIS)
Length: 6
Format: Numeric (yymmdd)
Sample Value: 850101
Description: The DATE is assigned by the reporting office. At load time it is indexed into the three subfields of YEAR, MONTH, and DAY for retrieval purposes.

2. DAY -- Product Report Day

Attributes: (UP NFRV NKEY NCOD STR NNR VIS)
Length: 2
Format: Numeric
Sample Value: 01
Description: DAY is indexed from the fifth and sixth positions of the DATE field at load time.

3. DNUM -- Data Number

Attributes: (UP DEF NFRV KEY NCOD STR NNR VIS)
Length: 5
Format: Numeric
Sample Value: 91032
Description: An arbitrary number used to identify a specific record for deletions, etc.

4. DUMMY

Attributes: (UP DEF NFRV KEY NCOD STR NNR VIS)
Description: Used for copy cleanups only

5. *KIQ

Attributes: (UP DEF NFRV KEY NCOD STR NNR VIS)
Length: 6 or 7
Format: Alphanumeric (padded with zeros if less than 6)
Sample Value: 1R0056
Description: Contains the Priority (PRI) and Requirement (RQT) which are indexed during the AJS fixdata process.

6. *LTITLE -- Long Title

Attributes: (UP NFRV NKEY NCOD STR NNR VIS)
Length: 72 (per line--each line constitutes 1 occurrence)
Format: Alphanumeric
Sample Value: [redacted]
Description: The Long Title of the report, usually from one to three lines about the subject. The LTITLE also contains a classification for the subject at the end of the last line.

(b)(1)
(b)(3)-18 USC 798
(b)(3)-50 USC 3024(i)
(b)(3)-P.L. 86-36

7. MONTH -- Product Report Month

Attributes: (UP DEF NFRV KEY NCOD STR NNR VIS)
Length: 2
Format: Numeric
Sample Value: 01
Description: MONTH is indexed from the third and fourth positions of the DATE field at load time.

8. OPI -- Office of Primary Interest

Attributes: (UP DEF NFRV KEY NCOD STR NNR VIS)
Length: 5
Format: Alphanumeric
Sample Value: A6321
Description: Office of Primary Interest is the office which produced the report. OPI is broken down into four subfields for faster retrievals. It is indexed during the AJS fixdata process.

9. OPI1 -- Office of Primary Interest

Attributes: (UP DEF NFRV KEY NCOD STR NNR VIS)
Length: 1
Format: Alpha
Sample Value: A
Description: OPI1 is the first position of the OPI.

10. OPI2 -- Office of Primary Interest

Attributes: (UP DEF NFRV KEY NCOD STR NNR VIS)
Length: 2
Format: Alphanumeric
Sample Value: A6
Description: OPI2 is the first two positions of the OPI.

11. OPI3 -- Office of Primary Interest

Attributes: (UP DEF NFRV KEY NCOD STR NNR VIS)
Length: 3
Format: Alphanumeric
Sample Value: A63
Description: OPI3 is the first three positions of OPI.

12. OPI4 -- Office of Primary Interest

Attributes: (UP DEF NFRV KEY NCOD STR NNR VIS)
Length: 4
Format: Alphanumeric
Sample Value: A632
Description: OPI4 is the first four OPI positions.

13. PDATE -- Process Date

Attributes: (UP DEF NFRV KEY NCOD BIN NNR VIS)
Length: 6
Format: Numeric (yymmdd)
Sample Value: 850105

Description: PDATE is the date the data was processed by P05. It is assigned by P05 at load time.

14. PDDG -- Product Designator

Attributes: (UP DEF NFRV KEY NCOD STR NNR VIS)
Length: 2
Format: Alphanumeric
Sample Value: 00
Description: PDDG is the second and third positions of the SERNUM. It identifies where the product report was written (i.e. 00 stands for NSA). PDDG is indexed during the AJS fixdata process.

15. *PRI -- Priority

Attributes: (UP DEF NFRV KEY NCOD STR NNR VIS)
Length: 1
Format: Usually Numeric but sometimes 'Z' is used.
Sample Value: 1
Description: PRI is the first position of the KIQ. It is indexed from the KIQ during the AJS fixdata process. Only unique values of PRI are stored.

16. *RQT -- Requirement

Attributes: (UP DEF NFRV KEY NCOD STR NNR VIS)
Length: 5 or 6
Format: Alphanumeric
Sample Value: R0056
Description: RQT is the second through last positions of KIQ. It is indexed from KIQ during the AJS fixdata process. Only unique RQT values are stored.

17. SERDIG

Attributes: (UP DEF NFRV KEY NCOD BIN NNR VIS)
Length: 10
Format: Numeric
Sample Value: 0000021384
Description: The SERDIG follows PDDG in the Serial Number (SERNUM). It is indexed from the SERNUM during the AJS fixdata process. When there are less than ten positions after the PDDG it is padded with zeros.

18. SERIES -- Serial Number Classification

Attributes: (UP DEF NFRV KEY NCOD STR NNR VIS)
Length: 1 to 4
Format: Alphanumeric
Sample Value: 2 or 2-G
Description: The SERIES appears before the first slash in the SERNUM and identifies the classification of the report. It is indexed from the SERNUM during the AJS fixdata process.

19. SERNUM -- Serial Number

Attributes: (UP DEF NFRV KEY NCOD STR NNR VIS)
Length: 16
Format: Alphanumeric
Sample Value: 2/00/213-84 or 2-G/00/213-84
Description: The serial number is given by the flex room when a report is issued. SERNUM is broken down into the three subfields of SERIES, PDDG, and SERDIG during the AJS fixdata process.

20. *SIGAD -- Collector Source

Attributes: (UP DEF NFRV KEY NCOD STR NNR VIS)
Length: 15
Format: Alphanumeric
Sample Value: USA966H
Description: SIGAD identifies the collection site/source..

21. *TAG -- Topic Area Guide

(b)(1)
(b)(3)-50 USC 3024(i)
(b)(3)-P.L. 86-36

Attributes: (UP NFRV NKEY NCOD STR NNR VIS)
Length: 72
Format: Alpha
Sample Value: [redacted]
Description:

[redacted]

(b)(1)
(b)(3)-50 USC 3024(i)
(b)(3)-P.L. 86-36

22. TIME

Attributes: (UP DEF NFRV KEY NCOD BIN NNR VIS)
Length: 4
Format: Numeric
Sample Value: 2105
Description: Actual time of report at collection site.

23. YEAR -- Product Report Year

Attributes: (UP DEF NFRV KEY NCOD STR NNR VIS)
Length: 2
Format: Numeric
Sample Value: 85
Description: YEAR is indexed from the first two positions of the DATE field when the data is loaded.

3. LOGIN AND OPEN FILE

To enter M204, the user must login using a valid M204 account. Then the PROMIS file must be opened. To accomplish this on the P05 terminal, perform the following steps:

1. **LOGIN:** Type: <M204 /V12PMS> and press the ENTER key.

2. **PASSWORD:** The system will then ask for a password.

```
***M204.0347: PASSWORD
```

Type the proper password and depress the ENTER key. After the password has been verified the systems responds:

```
***M204.0353: V12PMS USER  LOGIN  85 MAY 05  20.16
```

3. **OPEN PROMIS FILE:** When the system returns with the prompt, >, the file can be opened.

Type: <O PROMIS> and depress the ENTER key.

(NOTE: Because of terminal security, the PROMIS file can only be accessed by using one of the two M204 terminals located in P05 spaces.)

The System then prompts for the file access password:

```
***M204.0347: PASSWORD
```

Type the proper password and depress the ENTER key. After the password has been verified the system responds:

```
***M204.0858: PROMIS OPENED
```

When the system returns with the prompt, >, type <I (procedure name)> or <I MENU> and depress the ENTER key. This will start your PROMIS session.

4. PROMIS MAIN MENU

The PROMIS MENU lists nine procedures/processes including the option to call the PROMIS Procedure Menu (PROCMENU) containing the most frequently used PROMIS procedures. There is also a Quit option which returns the user to the M204 system level. When the selected procedure is finished the user will be returned to the main MENU.

When the MENU is included the following screen appears. To select a procedure move the cursor to the desired option and depress the ENTER key.

```
 ____________________________________________________________
|                                                            |
|        ***MOVE CURSOR TO DESIRED ACTION AND PRESS ENTER*** |
|                                                            |
|                                                            |
|             1    ADD ONE RECORD                            |
|                                                            |
|             2    ADDINFO TO TIME-SENSITIVE RECORDS         |
|                                                            |
|             3    DELETE ONE RECORD                         |
|                                                            |
|             4    DELETE DUPLICATE RECORDS                  |
|                                                            |
|             5    DELETE RECORD GROUP                       |
|                                                            |
|             6    MODIFY/EDIT RECORDS                       |
|                                                            |
|             7    GENERAL RETRIEVALS AND COUNTS             |
|                                                            |
|             8    SPECIALIZED RETRIEVALS (SEARCHES) AND COUNTS |
|                                                            |
|             9    CALL PROCEDURE MENU                       |
|                                                            |
|            10    QUIT (RETURN TO SYSTEM LEVEL)             |
|____________________________________________________________|
```

Depending on the action selected, either a particular screen will appear or the user will receive the prompts required to run the selected procedure. Refer to the specific procedures below for further instructions on the desired operation or to the Promis Procedure Dictionary for a more general description of each procedure in the PROMIS file.

4.1. ADDING NEW RECORDS

When the ADDREC procedure is selected, either from the MENU or by including it (i.e. I ADDREC), the following screen will be displayed:

```
 ________________________________________________________________________
|                                                                        |
|              ADDREC PROCEDURE FOR THE PROMIS FILE                      |
|                                                                        |
|    OPI====>                      TIME==>                               |
|    SERNUM=>                      PDATE=>                               |
|    DATE===>                      DNUM==>                               |
|                                                                        |
|    KIQ                                                                 |
|    =>                                                                  |
|                                                                        |
|    SIGAD                                                               |
|    =>                                                                  |
|                                                                        |
|    LTITLE                                                              |
|    =>                                                                  |
|    =>                                                                  |
|    =>                                                                  |
|                                                                        |
|    TAG                                                                 |
|    =>                                                                  |
|    =>                                                                  |
|                                                                        |
|    NEW RECORD COMPLETE? (Y/N)==> ?                                     |
|________________________________________________________________________|
```

ENTERING DATA: Enter the data carefully, using the TAB key to move from field to field. When the record is ready to be added to the file, type Y to replace the question mark after the screen query <NEW RECORD COMPLETE? (Y?N)==> ?> at the bottom of the screen. Then hit the ENTER key.

NOTE: If you hit the ENTER key at any time before responding Y or if you respond N to the query, no record will be added to the file. If you fail to enter a sernum, you will also receive a message that no record can be added to the file because this is a required field. (It is the only required field.)

Data should be entered on the screen as follows (sample formats can be checked in the Data Dictionary section of this manual):

OPI -- 5 alphanumeric characters. The first position must contain one of the following letters: A,B,D,G,P, or W. If one of these letters is not present an error message will be displayed and the entry must be corrected.

TIME -- 4 digits representing actual time of report

SERNUM -- 16 alphanumeric characters

PDATE -- 6 digits in yymmdd format representing the process date

DATE -- 6 digits in yymmdd format representing the report date

DNUM -- up to 5 digits

KIQ -- 7 alphanumeric characters. Enter up to nine KIQs on one line with a single blank separating them. If there are more than nine KIQs the extra ones will have to be added using the MODIFY procedure. If any KIQ is less than six characters it needs to be padded with zeros between the letter(s) and the end numbers (i.e.2R013 would become 2R0013). Otherwise, an error message will be displayed.

SIGAD -- 15 alphanumeric characters. Enter up to nine sigads on one line with a single blank separating them. If there are more than nine SIGADS, the extra ones must be added to the record with the MODIFY procedure.

LTITLE -- Enter up to four lines of 72 characters each.

TAG -- Enter up to five tags on two lines. Multiple TAGs are separated only by blanks. Each TAG must be preceeded by the word TAG or it will be concatenated with the TAG line preceeding it. TAGs may be up to 150 characters long.

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IMPORTANT: EACH TAG MUST BE PRECEEDED BY THE WORD TAG!!
(i.e. ==>[redacted] etc)

VALIDITY CHECKS: Before the record is added to the file the data is validated. If an error is detected, the field will be tagged on the screen with an asterisk in column 80. For more serious errors an error message will be screen displayed. The record will not be stored until all faulty data is corrected.

ERROR MESSAGES: An error message will be printed on the screen if the user enters either an invalid OPI or an invalid KIQ. In each case the incorrect data will be displayed and the user will be given a chance to correct the bad entry.

```
*****************************************************
**    ***ERROR IN OPI ENTRY ***                    **
**    FIRST LETTER OF FIELD MUST BE A,B,D,G,W, OR P**
**    VALUES ENTERED WERE => <incorrect  OPI>      **
**    ENTER CORRECT OPI VALUE:                     **
**                                                 **
*****************************************************
```

```
****************************************************
**    ***ERROR IN KIQ ENTRY ***                   **
**    EACH KIQ MUST BE AT LEAST 6 CHARACTERS LONG **
**    VALUES ENTERED WERE => <incorrect  KIQ>     **
**    ENTER CORRECT KIQ VALUE:                    **
**                                                **
****************************************************
```

INDEXING SUBFIELDS: After the data entries have been validated, some of the fields will be further broken down and the results will be stored in other fields for faster retrievals on the data. The actual formats of these fields can be checked in the Data Dictionary section of this manual. The fields which are indexed and their subfields are as follows:

SERNUM -- SERIES, PDDG, and SERDIG
OPI   -- OPI1, OPI2, OPI3, and OPI4
KIQ   -- PRI and RQT
DATE   -- YEAR, MONTH, and DAY

RECORDS STORED AND CONTINUE MESSAGES: When all data is validated and subfields have been indexed the record will be added to the file and the message <RECORD HAS BEEN ADDED TO THE PROMIS FILE> will be displayed. Then the user will be given the option of adding another record to the file: <ADD ANOTHER RECORD (Y/N)?>. If the response to this message is Y, a new ADD screen will be displayed. Otherwise, the user will be returned to the MENU.

4.2. ADDINFO FOR TIME-SENSITIVE RECORDS

This procedure replaces five old procedures to process records that are based on timed reports (i.e. reports issued every six or 12 or 24 hours on a regular basis). The procedures it replaces are [redacted] [redacted] and SPARTAN.

The ADDINFO procedure is selected either from the MENU or by including it at system level (i.e. I ADDINFO). The procedure does not produce a special screen for the user. Instead, there will be a prompt for a retrieval PDATE:

(b)(1)
(b)(3)-50 USC 3024(i)
(b)(3)-P.L. 86-36

```
 ____________________________________
|                                    |
|   $$ENTER.RETRIEVAL.PDATE          |
|   >                                |
|                                    |
|____________________________________|
```

All records with that PDATE, which also fit the other retrieval criteria for this procedure, will be processed in one of two ways.

I. Records that fit the pattern of OPI1=A, SERIES=X, and LTITLE IS NOT PRESENT will have data fields and values added:

TAG = TAG [redacted]
SIGAD = SMRY
KIQ = 3R0048

The PRI and RQT fields will also be checked and if there is no PRI value of 3 or RQT value of R0048 these values will also be added. The records will then be sorted into four groups according to the report TIME value. A count will be printed out for each group and one of four LTITLEs will be added to the records.

(a) if the TIME is 0205, 0805, 1405, or 2005 then
LTITLE = [redacted]

(b) if the TIME is 2007 or 2207 then
LTITLE = [redacted]

(c) if the TIME is 0203, 0803, 1403 or 2003 then
LTITLE = [redacted]

(d) if the TIME is 2001 or 2101 then
LTITLE = [redacted]

(b)(1)
(b)(3)-18 USC 798
(b)(3)-50 USC 3024(i)
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2. Using the retrieval PDATE entered by the user, records which fit the pattern OPI1=A, SERIES=3, LTITLE IS NOT PRESENT, and TIME= 0345, 0945, 1545, or 2145 are counted and processed with the addition of fields and values. Finally the KIQ field is indexed into unique PRI and RQT values for each record.

SIGAD = SMRY
TAG = TAG [redacted]
LTITLE = SPECIAL ACTIVITY REPORT FOR THREAT ANALYSIS-SPARTAN
KIQ = 1R1282 KIQ = 2R0321 KIQ = 3R0327 KIQ = 4R0871
KIQ = 1R0058 KIQ = 1R0076 KIQ = 2R0028 KIQ = 4R1077
KIQ = 1R0121 KIQ = 2R0322 KIQ = 1R0097
KIQ = 1R0100 KIQ = 1R0329 KIQ = 2R0249

When ADDINFO is finished, the user will get a screen printout of the number of records found and processed for each group of records and then will be prompted to hit enter to return to the MENU.

```
 ______________________________________________________________
|                                                              |
| NO. OF [redacted] RECORDS --  00                             |
| NO. OF            RECORDS --  00                             |
| NO. OF            RECORDS -   00                             |
| NO. OF [redacted] RECORDS --  00                             |
| NO. OF SPARTAN   RECORDS --  00                              |
|                                                              |
|                                                              |
| ADDINFO FINISHED -- HIT ENTER TO RETURN TO MAIN MENU         |
|                                                              |
|                                                              |
|______________________________________________________________|
```

(b)(1)
(b)(3)-50 USC 3024(i)
(b)(3)-P.L. 86-36

4.3. DELETING ONE RECORD

When this DELETE procedure is selected, either from the MENU or by including it (i.e. I DELETEREC), the user will be prompted to enter the serial number (SERNUM) of the record to be deleted.

```
 ____________________________________________
|                                            |
|   $$ENTER SERIAL NO.:  EX. 2/00/1234-85    |
|   >                                        |
|                                            |
|____________________________________________|
```

The file will be checked and if no records are found for that serial number a message to that effect will be displayed and the user will be given the option of entering another number. If more than one record is found with the serial number a message will be displayed giving the number of records found and then each record will be screen displayed and the user will be asked if he wants to delete it.

```
 ___________________________________________________
|                                                   |
|   NO RECORD FOUND WITH SERIAL NO: 2/00/1234-85    |
|   >                                               |
|                  or                               |
|                                                   |
|   2 RECORDS EXIST FOR SERIAL NO: 2/00/1234-85     |
|   >                                               |
|___________________________________________________|
```

The following screen will display the retrieved record(s):

```
 ____________________________________________________________________
|                                                                    |
|              DELETE PROCEDURE FOR THE PROMIS FILE                  |
|                                                                    |
|    OPI====>                        TIME==>                         |
|    SERNUM=>                        PDATE=>                         |
|    DATE===>                        DNUM==>                         |
|                                                                    |
|    KIQ                                                             |
|    =>                                                              |
|                                                                    |
|    SIGAD                                                           |
|    =>                                                              |
|                                                                    |
|    LTITLE                                                          |
|    =>                                                              |
|    =>                                                              |
|    =>                                                              |
|                                                                    |
|    TAG                                                             |
|    =>                                                              |
|    =>                                                              |
|                                                                    |
|____________________________________________________________________|
```

For each screen displayed the user will be asked if this is the record he wants to delete. If the response is Y then a message will be displayed that the record has been deleted. If the response is N, the record will not be deleted. In either case, the user will be given an option to continue. (NOTE: not every field=value pair will be displayed on the delete screen if the record is a very large one.)

```
$$DO YOU WANT TO DELETE THIS RECORD (Y/N)?
>

RECORD WITH SERIAL NO. 2/00/1234-85 HAS BEEN DELETED


                    or

RECORD WITH SERIAL NO. 2/00/1234-85 HAS NOT BEEN DELETED


$$DO YOU WANT TO DELETE MORE RECORDS (Y/N)?
>
```

When the procedure is finished, the user is returned to the main MENU.

4.4. DELETING A GROUP OF RECORDS

This procedure allows the user to delete up to ten records at a time, by SERNUM, for the specified retrieval criteria. It can be run from the main menu or simply by typing: I DELETEGRP.

DELETEGRP prompts the user for the specific OPI (usually APCO) and then for either a retrieval date range or retrieval YEAR and MONTH. Next the user is asked how many records he wants to delete and is prompted to enter that many serial numbers (SERNUMS).

```
$$ENTER.RETRIEVAL.OPI
> APCO

$$DO.YOU.WANT.TO.SPECIFY.A.DATE.RANGE?(Y OR N)
> Y
$$PLEASE.ENTER.DATE.RANGE.(I.E.YYMMDD-YYMMDD)
> i.e. 850101-850231

               or

> N
$$ENTER.RETRIEVAL.YEAR
> i.e. 85
$$ENTER.RETRIEVAL.MONTH
> i.e. 01



SELECT THE NUMBER OF RECORDS YOU WANT TO DELETE BY
ENTERING A NUMBER FROM 1 TO 10 AT THE PROMPT BELOW

$$ENTER.NUMBER.OF.DELETIONS ==>
> i.e. 3

$ENTER.FIRST.SERIAL
> 2/00/96-83
$ENTER.SECOND.SERIAL
> 2/00/805-83
$ENTER.THIRD.SERIAL
> 2/00/895-83
```

Next, a count of the records found will be given. Then each record retrieved will be screen displayed and the user will be asked if he wants to delete it. If he responds 'N', the record will not be deleted from the file and a message to that effect will be displayed.

```
RECORDS TO BE DELETED = 10

RECORD #1 *****
2/00/1234-85           APCO  850101  1245  2501
KIQS (if any) go here
SIGADS (if any) go here
LTITLES go here
TAGS go here


$$DO YOU WANT TO DELETE THIS RECORD (Y/N)?
> N

RECORD  2/00/1234-85 HAS NOT BEEN DELETED
```

When all records have been displayed, the number of records actually deleted will be printed. The user will then be given the option of continuing the procedure, in which case the original screen will be redisplayed. If N is the response to the continue option the user will be returned to the MENU.

```


0 RECORDS DELETED

$$DO YOU WANT TO DELETE MORE RECORDS (Y/N)?
>
```

4.5. DELETING DUPLICATE RECORDS

The DUPEDELETE procedure was written to handle one specific problem, the manual deletion of duplicate records which can not be handled by the dedupe procedure. For this procedure the user is working from a list of records printed out by the DEDUPE procedure. While these deletions could be done with either of the other two delete procedures, this is the fastest way to handle these records.

The user is prompted for the SERNUM of the records to be deleted. The system finds all records with that SERNUM and prints the count, then asks the user:< DO YOU WANT TO SEE THE RECORDS? (Y/N) >. Sometimes there will be records in the file with the same SERNUM that the user is unaware of. This display option will prevent the user from accidentally deleting a record that has more complete data than the ones on the list he is working from.

The user is next asked: < DO YOU WANT TO DELETE ONE RECORD? (Y/N) >. If the response is N, no records will be deleted. If the count of records found for the SERNUM is the same as the number of records on the user's printed list, the user can just respond Y without seeing the file records, since they will be the same.

Finally, there is a continue option to start the procedure over so that a complete list of duplicate records can be processed very quickly. A N response to the continue option returns the user to the main MENU.

```
$$ENTER SERNUM
i.e. 2/00/1234-85

2 RECORDS FOUND
$$DO YOU WANT TO SEE THE RECORDS? (Y/N)
> N

$$DELETE ONE RECORD? (Y/N)
> Y

ONE RECORD DELETED

$$DO YOU WANT TO CONTINUE? (Y/N)
> Y

$$ENTER SERNUM
>
```

4.6. MODIFY/EDIT RECORDS

The MODIFY procedure will allow the user to retrieve and edit any record in the PROMIS file as long as there is only one record with the designated SERNUM. If there are no records retrieved or if there are duplicates, error messages will be displayed.

```
$$ENTER SERNUM
i.e. 2/00/1234-85

*** THE NUMBER OF RECORDS FOUND IS ==> 3
*** THIS PROCEDURE CANNOT BE USED WHEN THERE IS MORE THAN
*** ONE RECORD IN THE FILE WITH THE SAME SERNUM.
*** USE THE DUPEDELETE PROCEDURE OR RETRIEVAL PROCEDURE
*** TO VIEW EACH OF THESE DUPLICATE RECORDS.
```

or

```
$$ENTER SERNUM
i.e: 2/00/1234-85

*** NO RECORD FOUND WITH SERNUM  2/00/1234-85 ***

$$DO YOU WANT TO EDIT ANOTHER RECORD? (Y/N)
> Y

$$ENTER SERNUM
>
```

Records will be displayed on two screens. The tab key can be used to move from field to field to change, delete, or add data to the record. When one screen is complete, the user hits the enter key to move to the next screen. When both screens are complete, hitting the enter key will cause the data to be evaluated and processed. The two data screens are on the next page.

4.6.1. MODIFY DATA SCREENS

```
 ______________________________________________________________________
|        FULL SCREEN EDIT PROCEDURE FOR PROMIS FILE                    |
|                                                                      |
|    OPI====>                      TIME==>                             |
|    SERNUM=>                      PDATE=>                             |
|    DATE===>                      DNUM==>                             |
|                                                                      |
|    KIQ====>                                                          |
|          =>                                                          |
|          =>                                                          |
|                                                                      |
|    PRI====>                                                          |
|                                                                      |
|    RQT====>                                                          |
|          =>                                                          |
|          =>                                                          |
|                                                                      |
|    SIGAD==>                                                          |
|          =>                                                          |
|          =>                                                          |
|                  *** HIT ENTER FOR NEXT PAGE ***                     |
|______________________________________________________________________|
```

```
 ______________________________________________________________________
|        FULL SCREEN EDIT PROCEDURE FOR PROMIS FILE                    |
|                       -- SCREEN 2 --                                 |
|                                                                      |
|    LTITLE                                                            |
|    >                                                                 |
|    >                                                                 |
|    >                                                                 |
|    >                                                                 |
|                                                                      |
|    TAG                                                               |
|    >                                                                 |
|                                                                      |
|    >                                                                 |
|                                                                      |
|    >                                                                 |
|                                                                      |
|    >                                                                 |
|                                                                      |
|    >                                                                 |
|         ***EDIT DATA AND WHEN FINISHED HIT ENTER ***                 |
|______________________________________________________________________|
```

4.6.2. DATA CRITERIA AND ERROR MESSAGES

Data which is incorrectly entered will trigger an error message. This is true of data already in the file which the user is attempting to display on the screen with the MODIFY procedure or data which the user has entered or edited on one of the screens. If a record cannot be displayed because of incorrect data, the RETRIEVE procedure can be used to look at the record, and the incorrect data can be fixed manually (see instructions, below, under the heading "MANUAL CORRECTIONS TO DATA".)

Those fields which need further processing (i.e. indexing of KIQ, OPI and SERNUM fields) before the record is added to the file will be taken care of automatically. The criteria for editing each of the data fields, and the error messages triggered by faulty data follow. (More complete descriptions of each field can be found in the Data Dictionary section of this manual.)

1. OPI -- may be up to five alphanumerics in length and must begin with one of the following characters: A, B, D, G, P, or W. When the OPI is evaluated as valid, it will be indexed into OPI1, OPI2, OPI3, and OPI4. These values will not be shown unless the user opts to review the entire record at the conclusion of the MODIFY procedure.

```
 ___________________________________________
|                                           |
|  *** ERROR IN OPI ***                     |
|  VALUES ENTERED WERE ==> A639             |
|  $$ ENTER CORRECT OPI VALUE               |
|  >                                        |
|___________________________________________|
```

2. TIME -- must be four numbers. No checks are done on the TIME field other than for length.

3. SERNUM -- may contain 16 alphanumerics. After validation, it is indexed into three subfields: SERIES, SERDIG, and PDDG.

4. PDATE -- must be six numbers in YYMMDD format (i.e.850531).

5. DATE -- must be six numbers in YYMMDD format (i.e.850501). The DATE is also indexed into YEAR, MONTH, and DAY subfields for quick retrievals.

6. DNUM -- must be five numbers.

7. KIQ -- is a multiply occurring field and will be displayed on three lines (if necessary) with each KIQ being separated by

one blank. Each KIQ must be six or seven characters long. If there are less than six, the KIQ should be padded with zeros between the letter(s) and the numbers following.

```
 ______________________________________________________
|                                                      |
|  *** ERROR IN KIQ ENTRY ***                          |
|  EACH KIQ MUST BE AT LEAST 6 CHARACTERS LONG         |
|  VALUES ENTERED WERE ==> 2R037                       |
|  $$ ENTER CORRECT KIQ VALUE                          |
|  > i.e. 2R0037                                       |
|______________________________________________________|
```

If there are more KIQs than will fit on three screen lines, the record will not be retrieved, an error message will be displayed and the user will have to make corrections manually.

```
 ______________________________________________________________
|                                                              |
|*** ERROR IN KIQ FIELD LENGTH ***                             |
|**  CANNOT USE THIS PROCEDURE:FIELD TOO LONG FOR INPUT **     |
|          CHECK YOUR USERS' MANUAL (FIELD LENGTH PROBLEMS)    |
|______________________________________________________________|
```

When KIQs are validated,they will be indexed into PRI and RQT.

8. PRI and RQT -- The values in the file are screen displayed for viewing purposes only. No changes need be made since they are reindexed from the KIQ each time a record is displayed using the MODIFY procedure. However, no harm is done if changes are made to either field. If there are too many values to fit in the allotted screen space, error messages will be displayed.

```
 ______________________________________________________________
|                                                              |
|*** ERROR IN PRI (or RQT) FIELD LENGTH ***                    |
|**  CANNOT USE THIS PROCEDURE:FIELD TOO LONG FOR INPUT **     |
|          CHECK YOUR USERS' MANUAL (FIELD LENGTH PROBLEMS)    |
|______________________________________________________________|
```

9. SIGAD -- may be up to 15 alphanumerics. Three screen lines are allowed for displaying this field. Up to 24 SIGADs can be processed. If there are too many SIGADS for the screen, the Field Length error message will be displayed.

10. LTITLE -- Four lines of 77 characters are allowed for the the LTITLE. If the current field is longer, an error message will be displayed.

```
 ____________________________________________________________
|                                                            |
|*** ERROR IN LTITLE FIELD LENGTH ***                        |
|**  CANNOT USE THIS PROCEDURE:FIELD TOO LONG FOR INPUT **   |
|          CHECK YOUR USERS' MANUAL (FIELD LENGTH PROBLEMS)  |
|____________________________________________________________|
```

11. TAG -- Five separate TAG values can be displayed on the screen. If any TAG is longer than 75 characters it will be displayed on two lines. NOTE: EACH TAG MUST BE PRECEEDED BY THE WORD TAG IN ORDER FOR THE CORRECT VALUES TO BE PROPERLY REENTERED INTO THE FILE. If there is not enough room on the screen for the fields, an error message will be displayed.

```
 ____________________________________________________________
|                                                            |
|*** ERROR IN TAG FIELD LENGTH ***                           |
|**  CANNOT USE THIS PROCEDURE:FIELD TOO LONG FOR INPUT **   |
|          CHECK YOUR USERS' MANUAL (FIELD LENGTH PROBLEMS)  |
|____________________________________________________________|
```

After all data has been validated and indexed, where necessary, the record will be replaced in the file, a message printed, and the user given the option of viewing the modified record. Finally, the user will be asked if he wants to edit another record. If he responds N he will be returned to the main MENU.

```
 ____________________________________________________________
|                                                            |
|   RECORD  EDITED                                           |
|   $$PRINT ALL INFORMATION FOR VERIFICATION OF ENTRIES?     |
|   > N                                                      |
|                                                            |
|   $$DO YOU WANT TO EDIT ANOTHER RECORD? (Y/N)              |
|   > Y                                                      |
|   $$ENTER SERNUM                                           |
|   >                                                        |
|                                                            |
|____________________________________________________________|
```

4.6.3. FIELD LENGTH PROBLEMS

The MODIFY procedure was designed to handle the average PROMIS data record. There are some records in PROMIS that are very large because of multiply occurring TAG, LTITLE, SIGAD, KIQ, or RQT fields. If the user tries to access one of these records with the MODIFY procedure, it will not fit in the allotted space on the two screens, and the FIELD LENGTH PROBLEMS message will be displayed. In these few cases, the record will have to be manually corrected.

4.6.4. MANUAL DATA CORRECTIONS

Any record in the file can be displayed with the RETRIEVE or DUPEDELETE procedures (DUPEDELETE does not delete a record unless the user responds Y to a prompt). Once the user has checked that this is the record he wishes to modify, the record can be corrected as follows:

```
BEGIN
1 FD
  SERNUM = <enter sernum of record you wish to edit>
2 FR 1
  ADD <field> = <value>
        or
  CHANGE <field = value> TO <field = value>
        or
  DELETE <field> = <value>
END
```

When manually editing a record, the user must be especially careful that the data is correct, since there are no validity checks. Each TAG line entered MUST be preceeded by the word TAG. WHEN a KIQ is added or changed, the PRI and RQT fields must also be checked to see if they need to be changed or added also. If an OPI is added, or if the SERNUM or DATE fields are changed or added, the subfields must also be added. The Data Dictionary should be checked to make sure all new data is valid and properly indexed or padded. It should be noted that the M204 command CHANGE can also be used to add information: if the value is already in the file CHANGE will alter it, if the value is not there, the command CHANGE will add it.

i.e. changing a incorrect OPI from A6931 to G69

```
BEGIN
1 FD
  SERNUM = <enter sernum of record you wish to edit>
2 FR 1
  CHANGE OPI TO G693
  CHANGE OPI1 TO G
  CHANGE OPI2 TO G6
  CHANGE OPI3 TO G69
  DELETE OPI4
END
```

4.7. GENERAL RETRIEVALS

The RETRIEVE procedure allows the user to retrieve any record or set of records by specifying up to five different retrieval conditions, plus a date range option. The user can also opt to have the records sorted by up to five fields, with the default sort being SERNUM if no sort criteria is selected. The only fields not available for general retrievals are the LTITLE and TAG fields. (If the user needs to do a search of these fields, or any other field for retrievals on partial values, the SPECIALRTV procedure should be selected from the MENU.)

The retrieved records will be counted. They can also be screen and/or hardcopy displayed in one of three formats. If the records are printed, the user selects the proper header classification and can have the printout marked 'FOYER' for compartmented data.

The General Retrieval screens will appear as follows when invoked from the MENU or by typing <I RETRIEVE>:

```
           PROMIS FILE GENERAL RETRIEVAL PROCEDURE

     $$DO YOU WANT TO SPECIFY A DATE RANGE? Y OR N)
     > Y

     $$PLEASE ENTER DATE RANGE (IE: YYMMDD-YYMMDD)
     > 850101-850131
```

When the user selects the date range option, the actual dates of retrieval should be entered as shown above. The proper formatting for use of the M204 <IS BETWEEN> command will be done internally. At the same time, the dates will be checked. If an error is detected an error message will be displayed and the user will be asked to reenter the dates.

```
   INVALID DATE RANGE ENTERED.  PLEASE REENTER

     $$DO YOU WANT TO SPECIFY A DATE RANGE? Y OR N
     > Y

     $$PLEASE ENTER DATE RANGE (IE: YYMMDD-YYMMDD)
     >
```

When the date range has been entered or, if it is not selected, the full retrieval screen will be displayed.

```
 ______________________________________________________________________
|                                                                      |
|        THE FOLLOWING FIELDS ARE AVAILABLE FOR RETRIEVALS             |
|                 AGAINST RECORDS IN THE PROMIS FILE                   |
|                                                                      |
|                                                                      |
|    1. DATE          6.  OPI         11. PDATE      16. SERIES        |
|    2. DAY           7.  OPI1        12. PDDG       17. SERNUM        |
|    3. DNUM          8.  OPI2        13. PRI        18. SIGAD         |
|    4. KIQ           9.  OPI3        14. RQT        19. TIME          |
|    5. MONTH         10. OPI4        15. SERDIG     20. YEAR          |
|                                                                      |
|                                                                      |
|    ENTER UP TO 5 FIELD NUMBERS SEPARATED BY COMMAS=>                 |
|                                                                      |
|                                                                      |
|    IF SORTING IS DESIRED, ENTER FIELD NUMBERS OF SORT FIELDS         |
|    SEPARATED BY COMMAS (**DEFAULTS TO SERNUM**)=>                    |
|                                                                      |
|    ERROR MSG:                                                        |
|______________________________________________________________________|
```

After the prompt, =>, enter up to five field numbers separated by commas. They should be entered in the order specified on the screen. If a sort is desired (other than by SERNUM), the numbers of the sort fields, separated by commas, should also be entered after the sort prompt. After all the field numbers have been entered hit the ENTER key.

i.e. the following entries indicate that the user wishes to retrieve records on OPI1, PDDG, and PRI, but wants the sort to be by OPI and SERNUM

```
 ____________________________
|                            |
|   => 7,12,13               |
|                            |
|   => 6,17                  |
|____________________________|
```

The user will be prompted to enter values for each retrieval field.

```
 ____________________________________________________
|                                                    |
|   ENTER RETRIEVAL VALUES SEPARATED BY COMMAS       |
|   $$OPI1                                           |
|   > i.e. A                                         |
|                                                    |
|   $$PDDG                                           |
|   > i.e. 00                                        |
|                                                    |
|   $$PRI                                            |
|   > i.e. 1                                         |
|                                                    |
|____________________________________________________|
```

4.7.1. OUTPUT FORMATS

If no records are found for the specified criteria, a message will be displayed and the user will be given a continue option. Otherwise, a count of the retrieved records will be given and the user may select the output format (or no output if only a count is desired) and/or screen and hardcopy options.

```
 ____________________________________________________
|                                                    |
|  THERE WERE NO RECORDS FOUND IN YOUR RETRIEVAL REQUEST |
|                                                    |
|  $$DO YOU WANT ANOTHER RETRIEVAL SCREEN? Y OR N    |
|  >                                                 |
|____________________________________________________|
```

or

```
 _________________________________________________________
|                                                         |
| THERE ARE 129 RECORDS PER YOUR REQUEST                  |
|                                                         |
| SELECT NUMBER FOR RECORD OUTPUT FORMAT OR HIT ENTER FOR NO OUTPUT|
|                1. COMPLETE RECORD                       |
|                2. SERNUMS ONLY                          |
|                3. TOP LINE AND LTITLE                   |
|                                                         |
| >                                                       |
|                                                         |
|                                                         |
| $$DO YOU WANT THESE RECORDS SCREEN DISPLAYED? Y OR N    |
| >                                                       |
|                                                         |
|_________________________________________________________|
```

After the records are displayed, or if the screen option is not selected, the user is given a hardcopy option. If selected, prompts will be given for that output. For compartmented listings, the user will be reminded that the white card must be taken to CARILLON before the job is run.

```
 ______________________________________________________________
|                                                              |
| $$DO YOU WANT A HARDCOPY REPORT? Y/N                         |
| > Y                                                          |
|                                                              |
| $$IS THIS LISTING COMPARTMENTED? (Y/N)                       |
| > N                                                          |
|                                                              |
| $$ENTER THE NUMBER OF COPIES DESIRED                         |
| > 1                                                          |
|                                                              |
| $$ENTER JOB NAME                                             |
| > i.e. [redacted]                                            |
|                                                              |
| $$ENTER CLASSIFICATION FOR HEADERS/TRAILERS                  |
| > i.e. TOP SECRET                                            |
|                                                              |
| $$ENTER PASSWORD                                             |
| > *************          (password will remain invisible)    |
|______________________________________________________________|
```

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Finally, the user will be asked if he wants to continue with another retrieval screen. If he responds N to the prompt he will be returned to the MENU.

```
 ____________________________________________________________
|                                                            |
| $$DO YOU WANT ANOTHER RETRIEVAL SCREEN? Y OR N             |
| > N                                                        |
|                                                            |
| *** THE GENERALIZED PROMIS RETRIEVAL HAS TERMINATED ***    |
|                                                            |
|____________________________________________________________|
```

4.8. SPECIAL RETRIEVALS

For retrievals based on a search of any field for partial values (i.e. all retrievals on TAG and LTITLE lines), the user can select the SPECIALRTV procedure by choosing number 8 from the MENU, or by simply typing <I SPECIALRTV> at the system level. Before using the SPECIALRTV procedure, read the preceeding section on the General Retrieve procedure. The date range option, screen and hardcopy output formats, compartmented data option, and continue options are the same. However, the Special Retrieval allows sorts on one field only, unlike the General Retrieval which allows the selection of up to five fields.

After the user has responded to the date range prompt, the Special Retrieval screen will appear:

```
 ______________________________________________________________________
|                                                                      |
|  THE FOLLOWING PROMPTS ALLOW YOU TO RETRIEVE RECORDS FROM THE        |
|  PROMIS FILES USING UP TO THREE FULL VALUE PAIRS AND UP TO           |
|  THREE PARTIAL VALUE PAIRS.  AT LEAST ONE FULL VALUE PAIR MUST       |
|  BE SPECIFIED.  NO SPACES CAN BE USED IN FULL OR PARTIAL VALUE       |
|  PAIRS.  THE RETRIEVED RECORDS WILL BE COUNTED AND SORTED. YOU       |
|  MAY SELECT SCREEN, HARDCOPY, OR NO RECORD OUTPUT.                   |
|                                                                      |
|  ENTER FULL VALUE PAIRS, 1 PER LINE, (i.e. SERNUM=2/00/8-24)         |
|       -->                                                             |
|       -->                                                             |
|       -->                                                             |
|                                                                      |
|  ENTER PARTIAL VALUE PAIRS, 1 PER LINE, (i.e. SERNUM=2@              |
|                                             OR TAG=[redacted])        |
|  *** SEE USERS' MANUAL FOR EXPLANATION OF SPECIAL CHARACTERS ***     |
|       -->                                                             |
|       -->                                                             |
|       -->                                                             |
|                                                                      |
|  ENTER ONE SORT FIELD.  *** DEFAULTS TO SERNUM ***                   |
|       -->                                                             |
|______________________________________________________________________|
```

(b)(1)
(b)(3)-50 USC 3024(i)
(b)(3)-P.L. 86-36

4.8.1. USING M204 SPECIAL CHARACTERS

Enter the full field=value pairs according to normal M204 criteria, but DO NOT USE ANY BLANKS. The partial field=value pairs are also entered WITHOUT BLANKS (unless the blanks are part of the retrieval criteria) and in addition, make use of the two M204 special characters, the @ (Slip Character) and the ? (I Don't Care Character). The purpose of the special characters is to retrieve field values which contain any character(s) in the specified positions of the field value, making it possible to set very broad or very narrow criteria for field searches.

@ -- any number of characters including none will be found

? -- any character can be present but it must be only one character for each '?' used.

I.E. KIQ=?R0048 WILL RETRIEVE KIQ=1R0048,KIQ=2R0048, etc.

KIQ=@R@ WILL RETRIEVE ANY KIQ CONTAINING THE LETTER R

TAG=@[redacted]@ WILL RETRIEVE THE TRIGRAPH[redacted] BUT NOT WORDS WHICH CONTAIN [redacted]

TAG=@[redacted]@ WILL SEARCH FOR ALL APPEARANCES OF[redacted] ANYWHERE IN THE TAG FIELD

TAG=@[redacted]? WILL RETRIEVE ANYTHING CONTAINING[redacted] FOLLOWED BY ANY SINGLE CHARACTER

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4.9. PROCEDURE MENU

The purpose of the PROMIS Procedure Menu is to allow quick selection of the most frequently used PROMIS procedures. The menu can hold up to forty procedure names. Instructions for adding or removing names from the menu are given below.

The Procedure Menu is invoked from the main MENU (selection 9) or by simply typing: I PROCMENU. Each of the procedures on the menu can also be invoked from the system level. The PROCMENU screen appears as follows:

```
 ____________________________________________________________________
|                                                                    |
|      PROMIS PROCEDURE MENU  -  SELECT ONE PROCEDURE                |
|                                                                    |
|                                                                    |
| 1. CONVERTOPI  11. KIQPAD        21. [redacted]/QUARTERLY 31.      |
| 2. CONVERTSIG  12. LASTPOINT     22. [redacted]/TOPIC     32.      |
| 3. FIXKIQ      13. MISSING       23. SENSITIVE            33.      |
| 4. FIXLT       14. ROM1          24. SIGADCNT             34.      |
| 5. FIXSIG      15. ROM2          25. SSX25                35.      |
| 6. FIXTAG1     16. ROM3          26. TARGET/TOPIC         36.      |
| 7. FIXTAG2     17. RQT/KIQLIST   27. TOPIC/PRIORITY       37.      |
| 8. FIXTAG3     18. RQT/OPICNT    28. UNIQUE               38.      |
| 9. ISIDEXCNT   19. RQT/SIGADCNT  29.                      39.      |
|10. KIQNDX      20. [redacted]PRI 30.                      40.      |
|                                                                    |
|                                                                    |
|                                                                    |
| ENTER ONE PROCEDURE SELECTION NUMBER (OR Q TO QUIT) :              |
|                                                                    |
|                                                                    |
|____________________________________________________________________|
```

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If the user enters a Q, control will be returned to the main MENU. Otherwise, the procedure selected will run. Brief descriptions of all procedures in the PROMIS system are contained in the Promis Procedure Dictionary.

NOTE: THE PROCEDURE MENU SHOULD BE USED ONLY BY THE USER WHO IS ALREADY FAMILIAR WITH THE PROCEDURE BEING SELECTED OR IS ACTING UNDER THE INSTRUCTIONS OF THE FILE MANAGER. WHILE SOME OF THESE PROCEDURE RETRIEVE DATA, OTHERS CHANGE DATA AND IF INCORRECTLY USED MIGHT MESS UP HUNDREDS OR THOUSANDS OF PROMIS RECORDS.

4.9.1. MAKING CHANGES TO THE PROCEDURE MENU

Because of the nature of the PROMIS system, new procedures are frequently being added or changed, and old ones become obsolete. It becomes the responsibility of the file manager to maintain the PROCMENU for the convenience of the users. THE FOLLOWING CHANGES SHOULD BE MADE ONLY BY THE PROMIS FILE MANAGER.

ADD A PROCEDURE:

1. Edit PROCMENU.
2. Go to next available number and replace the word PROCNAME with the new procedure name.
3. Delete asterisk (*) at the beginning of the line.
4. Go to the corresponding number (the IF statements) in the conditional include section at bottom of the procedure and delete the asterisk at the beginning of that line.
5. Replace the word PROCNAME with the name of the new procedure.

DELETE A PROCEDURE:

1. Edit PROCMENU.
2. Find prompt line with the name of the procedure you want to delete and replace name with PROCNAME.
3. Place an asterisk at the beginning of that line.
4. Go to the corresponding number (the IF statements) in the conditional include section at the bottom of the procedure and place asterisk at the beginning of that line.
5. Replace the procedure name with the words PROCNAME.

5. FRONT END LOAD PROCEDURES

Four M204 procedures are run from TSO as part of the data loading process. (See FRONT END USERS' MANUAL for a complete description of the data loading process.)

5.1. [redacted]

[redacted] is run biweekly from TSO and is automatically included as part of the [redacted] front end load process ([redacted]. It processes W Group and DEFSMAC data. [redacted] does two things:

1. It prints out a proof list of all the records loaded from the [redacted] tape.

2. It provides a list of records (if any) with duplicate sernums.

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5.2. [redacted]

[redacted] is run weekly from TSO as part of the [redacted] front end load process. It fixes up data received from A Group, B Group, G Group, and W Group. It is a revision of the old procedure NANCY4. [redacted] performs the following functions:

1. SERNUMS are checked and padded to 10 positions if necessary, then indexed into the three fields of SERIES, PDDG, and SERDIG.

2. SIGADS which contain a blank or dash are fixed.

3. Records which have the words 'CHANGE TO' in the LTITLE are checked for duplicates and the duplicates are deleted.

4. A list of records with duplicate SERNUMs is printed.

5. A list of records with 'CHANGE TO' in the LTITLE is printed after the duplicates (step 5 above) have been removed from that list.

6. TAG lines are checked for errors and a list of records with faulty ones is printed out so that they can be checked and fixed individually.

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5.3. PSR

PSR is run weekly from TSO as part of the PSR front end load. (PSR is loaded anytime after the [redacted] job has been run.) It processes A Group data and supplies updates and/or information that was missing on the [redacted] tape.

PSR prints out two lists. The first is a sorted list of all records with a PRI of Z. The second list contains records with one or more problem areas and a message that says these records need to be checked more closely. These are the problems PSR searches for:

1. The SIGAD field is searched for the presence of a dash and corrected if one is found.
2. Any record with a PRI of Z which does not also contain a value of A in the OPI field is put on the problem checklist.
3. Any record with more than one occurrence of PRI = Z, or a duplicate KIQ or SIGAD is added to the problem list.
4. Records with faulty TAG lines are put on the problem list.

5.4. SOLISZ

SOLISZ is automatically included as part of the SOLISZ front end load process, but it is also run at other times. It is used to process G Group data. Solisz provides two proof lists of records as well as a count of the records on each list. The first list is of all records with a field= value pair of PRI = Z; The second list is of records (if any) with a field=value pair of PRI = Z plus any single digit.

6. AUTOMATIC JOB SCHEDULER PROCEDURES

Procedures to clean up data in the PROMIS file are automatically run each weekend so that the newly loaded data is properly formatted and the entire file is available for valid retrievals. This fixdata process includes checking each record for duplicate KIQs, SIGADs, TAGs, and LTITLES, and deleting the duplicates; KIQs are validated, then padded if necessary and indexed into PRI and RQT; the OPI field is indexed into one to four subfields; lists of records which are missing from one to four essential fields are produced for each [redacted] office[redacted] contributing data to PROMIS; SIGADS are checked for the presence of a dash and if one is found, are corrected; the SERNUM is indexed into SERIES, PDDG, and SERDIG and the SERDIG is padded to ten positions. Eight M204 procedures are included as part of this process. See the PROMIS Procedure Dictionary for a description of these procedures, each of which begins with the letters AJ (i.e. AJSETDATE)