

LIS

LIS NAME / ADDRESS CHANGE REQUEST



USER GUIDE

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Preface

This User Guide Is Intended for the use of Federal Aviation Administration (FAA) Personnel who have authorized access to the Logistics And Inventory System (LIS).

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TABLE OF CONTENTS

1.0 SYSTEM OVERVIEW 1

2.0 LOGGING ON THE LIS..... 4

3.0 NAME/ADDRESS MAIN MENU 7

4.0 HELP SCREENS.....49

5.0 HELP SCREENS - DATA ELEMENT.....74

6.0 NAME AND ADDRESS - REGIONAL COORDINATORS.....83

7.0 HELP SCREEN - GLOSSARY.....85

1.0 SYSTEM OVERVIEW

1.1 PURPOSE AND FUNCTION

The Name and Address Change Request (N/A) allows the user to submit an online request to establish, change, or delete a Supply Support Code (SSC) address in the Master Name and Address File which is maintained by the FAA Logistic Center. This process allows review and approval of the requests by the Name and Address Regional Coordinator and record update by the personnel in the FAA Logistics Transportation Service Branch (AML-370). The policies and procedures identified in Order 4650.15D, Supply Support Code Assignment / Cross Reference maintenance were used in the development of the online process. The N/A automates FAA Form 4250 - 16, Address Change Request, previously used by FAA Logistic Center customers to initiate adds, changes or deletes to the Master Name and Address File.

Function :

- Online data entry of Address Change Request.
- Online inquiry of Suspense and History data.
- Online inquiry of Name and Address File.

Features :

- User - friendly, menu driven system.
- Access to current Name and Address File.
- Online Help screens

1.2 BENEFITS

Faster service by eliminating lead time when mailing in hard copy form. Online inquiry of suspense and history information. Status information on Address Change Request. Online inquiry of the current Name and Address File.

1.3 SYSTEM USERS

The system is available to all LIS users for inquiry of the current Name and Address File. Field users can create an address change request and inquire the suspense and history records. The Name and Address Regional Coordinator can review, modify and approve all change requests and report requests. The system is also used by personnel in the FAA Logistics Transportation Service Branch (AML-370) for record update.

1.4 SYSTEM FLOW

Name and Address Change Requests are entered on line by regions, centers, and Washington headquarters for processing. Each request must have proper regional approval prior to any record update to the LIS system's current Name and Address File. Transactions will be retrieved by the Name and Address Clerk in AML-370 and the Master Name and Address File will be updated.

1.5 SECURITY LEVELS FOR NAME/ADDRESS CHANGE REQUEST

Access to LIS is controlled by User-ID and Password. Within this subsystem, security levels determine what options are available to each user. Established security levels are as follows:

Security Level 1 - Inquiry only. Provides access to all N/A inquiry options.

Security Level 2 - Inquiry and data entry at the Field level. Allows access to all N/A files with no update capability.

Security Level 3 - Inquiry and data entry at the Region level. Allows access to all N/A files and regional approval updates.

Security Level 4 - Allows full update and maintenance capability to N/A database.

Security Level 5 - Provides access to vendor addresses for full update, maintenance, and inquiry. Report capability for region V and A

1.6 SCREENS AND MESSAGES

MAIN MENU - NAM001, (Pg. 7) The system has one main menu which lists the major options available. Options 1 - 5 are the functions of the system and Option 6 contains help screens that provide the user with information and assistance.

2.0 LOGGING ON THE LIS

```

      FFFFFFFF  AAAAAA      AAAAAA  NNN      NNN  EEEEEEEEE  TTTTTTTTTT
      FFFFFFFF  AAAAAAAA  AAAAAAAA  NNNN      NNN  EEEEEEEEE  TTTTTTTTTT
      FFF      AAA  AAA  AAA  AAA  NNNNN      NNN  EEE      TTT
      FFFFFFFF  AAAAAAAA  AAAAAAAA  NNN  NN  NNN  EEEEEEEEE  TTT
      FFFFFFFF  AAAAAAAA  AAAAAAAA  NNN  NN  NNN  EEEEEEEEE  TTT
      FFF      AAA  AAA  AAA  AAA  NNN      NNNNN  EEE      TTT
      FFF      AAA  AAA  AAA  AAA  NNN      NNNN  EEEEEEEEE  TTT TPX 4.0

```

Use of the network is restricted to authorized users. User activity is monitored and recorded by system personnel. Anyone using the network expressly consents to such monitoring and recording. BE ADVISED: if possible criminal activity is detected, system records, along with certain personal information, may be provided to law enforcement officials.

```

****Copyright [c] (1984-1987, 1989, 1991, 1994, Legent Corporation****
* LOGON-ID :lgacxxx      HOST:      p210      DATE :06/01/98      *
* PASSWORD :*****      TERMINAL-ID :LG03LU64      TIME :07:34:42      *
* NEW PASSWORD:      TRANSFER:      HELP :(405) 954-3000 *
*****

```

*** PRODUCTION TPX ON SYSTEM P210 ***

for Help Desk Directory select "HELPDESK" application from your menu
 Pf1 = Help pf3 = Logoff

FIGURE 1
LOGGING ON THE LIS

Input User ID Code at the User ID field. [TAB] to PASSWORD, and input the assigned PASSWORD Press [ENTER]. The NVi/TPX menu will display to select the session required.

2.1 NVi/TPX MENU

```

NVi/TPX MENU FOR  LGACDS4          Panelid - TEN0041
                                Terminal - T5E1T061      Cmdkey=PF12/24
Jump=PA2          Menu=NONE          Model   - 3192-2A      Print-NONE
Logoff=/K         Cmdchar=/          System  - AC9TPX12

    ==> Session LGZZ1PR has ended <==

   Sessid      Sesskey      Session Description      Status

_ ALPNX2E        PF          COMPUTER BASED TRAINING      N/A
_ FAATSO         PF          MMAC PROD TSO
_ LGZZ1PR        PF          Logistics & Inventory System  PR
_ LGZZ4TT        PF          LIS Training / Development    TT
_ LZZZJPR        PF          Comp Access Req Sys (CARS)    PR
_ TSO12          PF          TSO-P210 / CLIST APPLICATIONS
_ HELPDESK       PF          HELP DESK CONTACT NUMBERS
_ TPXADMIN       PF          TPX Administration
_ TPXMAIL        PF          TPX Mailbox

Command ==>
PF1=Help  PF7/19=Up  PF8/20=Down  PF10/22=Left  PF11/23=Right  H=Cmd Help

```

Position the cursor on the line **LGZZ1PR - Logistics & Inventory System** and press [ENTER] to access the **LIS MAIN SYSTEM MENU - LIS010**

2.2 LIS MAIN SYSTEM MENU - LIS010

```
09/01/1998          FAA LOGISTICS AND INVENTORY SYSTEM          LIS010
                    ** MAIN SYSTEM MENU **

                    8/8/98 PLEASE INQUIRE BULLETIN BOARD
                    LIS STAFF HOT-LINE PAGER: (888) 787-0033
                    FAALC CUSTOMER CARE CENTER (405-954-3793

1 - PROJECT MATERIEL MGMT SYSTEM          9 - ENGINEERING DATABASE SYSTEM
2 - NAME / ADDRESS CHANGE REQUEST        10 - FIELD SPARES INVENTORY
3 - UTILIZATION SCREENING & DISP.        11 - REQUISITION STATUS SYSTEM
4 - CATALOGING                           12 - CENTRALIZED CATALOGING
5 - ONLINE REQUISITIONING                88 - LIS BULLETIN BOARD
6 - LIS TABLES/PHONE NUMBERS            99 - LOGOFF
7 - INVENTORY MANAGEMENT
8 - MANAGEMENT INFORMATION SYSTEM

                    ENTER OPTION: _2_
```

FIGURE 2
LIS MAIN SYSTEM MENU

After logging onto the Logistics and Inventory System (LIS) the user will reach the **LIS MAIN SYSTEM MENU - LIS010**. Here the user decides which LIS application to access. Each **LIS MAIN MENU** is tailored to fit the application needs of the user; therefore, the number of the option corresponding to the application will differ from user to user. In the above example, Option <2> is for **NAME / ADDRESS CHANGE REQUEST**.

3.0 NAME / ADDRESS MAIN MENU - NAM001

```
09/01/1998                LIS - NAME/ADDRESS                NAM001
                          **  MAIN MENU  **
                          1 - PERFORM RESEARCH
                          2 - RECORD MAINTENANCE
                          3 - ADDRESS CHANGE RECORD
                          4 - REPORT REQUEST
                          5 - VENDOR ADDRESS CHANGE RECORD
                          6 - HELP SCREENS
                          99 - EXIT TO LIS MAIN MENU
                          ENTER OPTION:  __
OPTION 3:  ENTER REGION:  __
```

FIGURE 3
NAME / ADDRESS MAIN MENU

This is the **MAIN MENU (NAM001)** for the **NAME AND ADDRESS CHANGE REQUEST**. Six options are listed. Access to these options is controlled by security levels. When choosing the option that you are not authorized to access, an error message "**INVALID OPTION FOR YOUR SECURITY LEVEL**" will display at the top of the screen.

Option 1 - **PERFORM RESEARCH** - This option allows the user to:

Inquire Suspense Information

By Supply Support Code (SSC)

By Region

Inquire History Information

By Supply Support Code (SSC)

By Region and City

Inquire the Current Name and Address File

By GSA / Vendor Address

By Vendor Name

By Region and City

By Zip Code (FAALC only)

OPTION 2 - RECORD MAINTENANCE - This option is restricted to personnel in AML-370 for SSC update.

OPTION 3 - ADDRESS CHANGE RECORD - This option allows the user to :

- *Create Address Change Record

- *Regional Approval / modify request

- *Cancel Address Change Record in Suspense

- *Establish New GSA Address w / Multiple Records

- *Update Cost Center Code

- *Update Point of Contact (“ Y “Region Only)

NOTE : Users must be Security Level 2, 3, or 4 to access this option. The Region Code is required and it must be compatible with the USER-ID logged on the system. Users may only submit an Address Change Request for their region.

OPTION 4 - **REPORT REQUEST** - This option allows the user to request by :

GSA Address

Cross-Ref Table by Cost Center

Cross-Ref Table by City

OPTION 5 - **VENDOR ADDRESS CHANGE REQUEST** - This option allows Security Level 5 users (FAALC) to access the menu to add, change or delete vendor addresses.

Choose OPTION <1> - PRESS **[ENTER]** TO CONTINUE.

3.1 PERFORM RESEARCH MENU - NAM010

```

09/01/1998                LIS - NAME/ADDRESS                NAM010
                        ** PERFORM RESEARCH MENU **

01 - INQUIRE SUSPENSE BY SSC OR REGION
02 - INQUIRE HISTORY BY SSC OR REGION AND CITY
03 - INQUIRE NAME/ADDRESS BY GSA/VENDOR-ADDRESS
04 - INQUIRE NAME/ADDRESS BY REGION AND CITY
05 - INQUIRE NAME/ADDRESS BY VENDOR NAME
06 - INQUIRE NAME/ADDRESS BY ZIP-CODE
33 - EXIT TO ISSUES MAIN MENU
99 - EXIT TO NAME/ADDRESS MAIN MENU

ENTER OPTION:  __

OPTIONS 1, 2  SELECT ONLY ONE AND ENTER, SSC  :  __ _____
                OR REGION  :  __

OPTION 02 OR 04 ONLY:  ENTER CITY:  _____
05,  ENTER VENDOR NAME :  _____
06,  ENTER ZIP CODE   :  _____

NOTE:  OPTION 01 ** NEW ADD TRANSACTION UNAVAILABLE BY SSC
NOTE:  OPTION 03 ** REGION CODE IS NOT REQUIRED - ENTER GSA ADDRESS
                ONLY

```

FIGURE 4
PERFORM RESEARCH MENU

This is the **PERFORM RESEARCH MENU (NAM010)**. Depending on the option you choose, additional information will be required. All LIS users can inquire the current **NAME AND ADDRESS FILE** (Option 4 & 5).

All options on this screen are "inquiry" only.

OPTION <1> INQUIRE SUSPENSE BY SSC OR REGION - Users must be Security Level 2, 3, or 4 to access this option.

SSC or Region Code is required and you can only inquire suspense records for your region. See "Note Option 1" at the bottom of screen. A request to Establish (Add) a new Mail Address is only available for inquiry by region since a SSC has not yet been assigned by GSA. Any Address Change Request that is awaiting some type of action is available for inquiry under this option. Enter the SSC or the Region Codes you wish to inquire. When the Address Record displays, a status message will show at the top center of the screen and a message indicating the Type Record, (i.e., Add - Mail). When inquiring by Region Code, all the address records in suspense for that Region will display, one record at a time.

OPTION <2> INQUIRE HISTORY BY SSC OR REGION AND CITY - All users can access this option and inquire their respective region. The SSC or Region and City are required. Any Address Change Request that has been completed is available for inquiry under this option.

Enter the SSC or Region Code and at least the first 4 characters of the city. The "City" data is an alpha field and will accept the

following special characters only : commas, periods, blanks and dashes.

When the address record displays, a message will show at the top center of the screen with the completed date and also a message indicating what type record, (i.e., Add - Mail).

Option <3>

INQUIRE NAME/ADDRESS BY GSA /VENDOR ADDRESS - All LIS users have access to this option. It allows inquiry of the current Name and Address file. See 'Note Option 3' at the bottom of the screen. Enter only the 6 character GSA Address Code. Every address record for that code will display with the Region Code and the Region Name.

Option <4>

INQUIRE NAME/ADDRESS BY REGION AND CITY - All LIS users have access to this option. It allows inquiry of the current Name and Address file. Enter the Region code and at least the first 4 characters of the city. The 'City' data element is an alpha field and will accept the following special character only: commas, periods, blanks, and dashes. Address records will display starting at the first match for the 'City.' when 'More' is displayed on the bottom right of the screen, there are more address records for that Region/City.

OPTION <5> **INQUIRE NAME/ADDRESS BY VENDOR NAME** - All users have access to this option. This option will display a summary screen to select a specific vendor. A wild card search is provided. The first close match will be displayed at the top of the list.

At least two characters must be entered. If the complete vendor name is entered, that record will be displayed first.

OPTION <6> **INQUIRE NAME/ADDRESS BY ZIP CODE** - This option is only available to Security Level 5 (FAALC Users). This will display a summary screen to select a specific Zip Code in Region V. A 5 digit Zip Code is required.

Select your option and enter the information in the appropriate fields to view a Research Screen.

3.2 ADDRESS CHANGE RECORD (NAM013)

```

09/01/1998                LIS - NAME/ADDRESS                NAM013
                        ** ADDRESS CHANGE RECORD **

1 - CREATE ADDRESS CHANGE RECORD
2 - REGIONAL APPROVAL
3 - CANCEL ADDRESS CHANGE RECORD IN SUSPENSE
4 - ESTABLISH NEW GSA ADDRESS W/MULTIPLE RECORDS (M,F,S,L)
5 - UPDATE COST-CENTER CODE
6 - UPDATE POINT OF CONTACT ('Y' REGION ONLY)
99 - EXIT TO NAME/ADDRESS MAIN MENU

                        ENTER OPTION:  __

OPTION 01; ENTER:  __ (M = MAIL, F = FREIGHT, S = SSI, L = LABELS
                    __ (A = ADD, C = CHANGE, D = DELETE)

IF CHANGE, DELETE OR COST-CENTER UPDATE, ENTER SSC:  _ _____

                        PRESS [ENTER] TO CONTINUE

```

FIGURE 5
ADDRESS CHANGE RECORD

This is the **ADDRESS CHANGE RECORD (NAM013)**. Users can 'create' an Address Change Request. Name and Address Regional Coordinators can review / modify and approve the request, a request in suspense awaiting FAALC action can be canceled, a user can 'create' a request to establish a new GSA address with multiple address records, a Cost-Center Code can be updated, and a point of contact can be updated for Region Y. Access to this option is controlled by security levels.

Option <1> **CREATE ADDRESS CHANGE RECORD** - This option allows the user to `create' an Address Change Request. User must be Security Level 2, 3 or 4 to access this option and can only submit requests for their region. When choosing this option, the following information is required - Type Address Record: M = Mail, F = Freight, S = SSI (Special Shipping Instructions), L = Labels (Publications), Type Action: A = Add, C = Change, D = Delete. If the type action is a `Change, Delete or Cost Center Update, the Supply Support Code (SSC) must be entered.

When entering a 'New' `Mail'/^ Add' request, screen NAM030, (Pg. 18) will display. Notice the message about SSC at the top of the screen, also, the message indicating the type address record. I.e., 'Add/ Mail'. Enter information about the originator as required then -the new name and address, information:

Line 1 - Required. Only 28 characters can be entered

Line 2 - Required. Up to 35 characters can be entered.

Line 3 - Required. Up to 34 characters can be entered.

Line 4 - Required. 20 characters can be entered for city. A valid two digit state code abbreviation is required. Nine digit zip code must be entered.

Cost-Center Code - Required. 4-6 characters can be entered. (not required on Region Y addresses).

NOTE : When the address includes a country, a valid country code must be entered. To check the valid country codes, blank out the US and press **[ENTER]**. All the codes will be displayed. See Page 17.

Press **[ENTER]** to create the “Add Record”. A message “ **TRANSACTION PROCESSED PRESS ENTER TO CONTINUE** “ will display at the top left of the screen. Press **[ENTER]** to continue.

NOTE : When entering an Address Change Request to establish a GSA Address Code, it is recommended that you also create an SSI Address Request and enter the Facility Telephone Number respective to the new location. This can be accomplished by choosing OPTION <1> on the **ADDRESS CHANGE RECORD MENU - NAM013**, (Pg. 14). (This telephone number will be used by FAA Logistics Center Transportation Services Branch Personnel. The Facility Telephone Number entered on the top of the screen will be sent to GSA along with the new address request so they can load this telephone number in their Customer Address File).

3.2A COUNTRY CODE TABLE, NAM450

SELECT A COUNTRY OR ENTER 99 TO EXIT			NAM450
SEL	COUNTRY CODE	COUNTRY NAME	
1	AF	AFGHANISTAN	
2	AL	ALABANIA	
3	AG	ALGERIA	
4	AQ	AMERICAN SAMOA	
5	AN	ANDORRA	
6	AO	ANGOLA	
7	AY	ANTARCTICA	
8	AG	ANTIGUA & BARBUDA	FEDERAL EXPRESS ONLY
9	AC	ANTIGUA & BARBUDA	
10	AR	ARGENTINA	
11	AM	ARMENIA	
12	SA	ARUBA	FEDERAL EXPRESS ONLY
13	AA	ARUBA	
14	AT	ASHMORE CARTIER IS	
15	AU	AUSTRALIA	FEDERAL EXPRESS ONLY
SELECT : <u>9</u>			** MORE **

FIGURE 6
COUNTRY CODE TABLE

This **COUNTRY CODE TABLE** is accessed by blanking out the “US” in the country field on screens **NAM030**, (Pg. 18) **ADD MAIL ADDRESS RECORD**, **NAM032**, (Pg. 24) **CHANGE MAIL ADDRESS RECORD** or **NAM038**, (Pg. 36) **ESTABLISH MULTIPLE TYPE RECORDS FOR A NEW GSA ADDRESS**.

From this table the user can select the valid country by typing the corresponding number in the select field and press **[ENTER]**. The country code will then display in

the "COUNTRY" field on the address request. If a country code is not selected, an OPTION 99 can be entered to return to the address request screen.

3.3 ADD MAIL - NAM030 (TYPE ACTION INITIATED)

```

09/01/1998                LIS - NAME/ADDRESS                NAM030
                **  ADD MAIL ADDRESS RECORD  **

                PLEASE SKIP OVER ASTERISKS IN SSC FIELD.

SSC: A ***** **  ORIGINATOR: _____  TEL :__  __  __
                OFFICE: _____  FACILITY TELEPHONE :__  __  __

                NEW MAIL                N/A

ADDR - LINE 1: _____
ADDR - LINE 2: _____
ADDR - LINE 3: _____  COST CENTER
CITY: _____  ST: _____  ZIP: _____  _____
COUNTRY :   US COUNTRY ZIP : _____

                PRESS 'ENTER' TO CREATE ADD RECORD OR
                99 - EXIT TO ADDRESS CHANGE RECORD MENU

                ENTER OPTION: __

```

FIGURE 7

ADD MAIL ADDRESS RECORD

This is the **ADD MAIL-ADDRESS RECORD-NAM030** obtained from choosing option 1, M(Mail)record A(Add) from **Address Change Record** (Pg.14).

Following is the **ADD MAIL** screen with all data entered and the "**TRANSACTION PROCESSED**" message.

3.4 ADD MAIL ADDRESS RECORD - PROCESSED

```

TRANSACTION PROCESSED, PRESS ENTER TO CONTINUE
09/01/1998                LIS - NAME/ADDRESS                NAM030
                        ** ADD MAIL ADDRESS RECORD **

                        PLEASE SKIP OVER ASTERISKS FIELD IN SSC FIELD
SSC: A ***** **  ORIGINATOR:  SARA JOHNSON _____ TEL : 405 954 5029
                        OFFICE:   AML-110 FACILITY TELEPHONE : 405 954 3161

                                NEW MAIL                N/A
                                FAA AERO CENTER, AML-100_____
                                3RD FLR S.E.WING HQS
                                P.O. BOX 25082_____ COST CENTER
                                OKLAHOMA CITY, OK 73125-0082 RQ20

PRESS 'ENTER' TO CREATE ADD RECORD OR
99 - EXIT TO ADDRESS CHANGE RECORD MENU

ENTER OPTION:  __

```

FIGURE 8

ADD MAIL ADDRESS RECORD

Address line 1 has only 28 characters entered per instructions. Positions 1 - 6 will be the GSA Address Code, positions 7 - 28 the agency/company (i.e. FAA) and routing symbol. Line 2 should include organization name, building and room numbers, etc. routing symbol if not included in first line). (35 characters). Line 3 will be the Post Office Box or street address, (34 characters).

Line 4 includes the city (20 characters), two digit valid state abbreviation and the last 9 digits will be the zip code and zip code suffix. The zip code suffix can be all 0's but can not be blank. If the address represents another country, a valid country code is required. Please refer to Page 17 for country code information. The Cost Center

must be a valid Cost Center and at least 4 digits and can be 6. It must be in DAFIS in order for the address request to process.

3.5 ADD FREIGHT ADDRESS RECORD - NAM030

```

TRANSACTION PROCESSED, PRESS ENTER TO CONTINUE
09/01/1998          LIS - NAME/ADDRESS          NAM030
          ** ADD FREIGHT ADDRESS RECORD **
          PLEASE SKIP OVER ASTERISKS FIELD IN SSC FIELD

SSC:  A 69733W  _  ORIGINATOR:  SARA JOHNSON  _____  TEL  :  405 954 5029
          OFFICE:  AML-110
          NEW  FREIGHT N/A
          ADDR-LINE 1:  FAA AERO CENTER, AML-100  _____
          ADDR-LINE 2:  3RD FLR S.E. WING HQS_____
          ADDR-LINE 3:  6500 S MCARTHUR_____
          CITY:  OKLAHOMA CITY, STATE :OK ZIP  : 73169-6900

PRESS `ENTER' TO CREATE ADD RECORD OR
99 - EXIT TO ADDRESS CHANGE RECORD MENU
          ENTER OPTION__

```

FIGURE 9
ADD FREIGHT ADDRESS RECORD

This is the **ADD FREIGHT ADDRESS RECORD - NAM030** obtained by choosing Option "F" (Freight) and "A" for Add from **ADDRESS CHANGE RECORD - NAM013**. The SSC is required. There must be an established SSC in the Name and Address file to be able to `create' an `Add - Freight' request. All other input data is the same as the `Add - Mail' request. This sample shows the screen with all the data entered and the "**TRANSACTION PROCESSED**," message.

3.6 ADD SSI (SPECIAL SHIPPING INSTRUCTIONS) ADDRESS RECORD

```

09/01/1998
                LIS - NAME/ADDRESS                                NAM030
          **  ADD SSI ADDRESS RECORD  **

      PLEASE SKIP OVER ASTERISKS FIELD IN SSC FIELD

SSC:  A 69733W  ___  ORIGINATOR:  SARA  JOHNSON  TEL : 405 954 5029
                   OFFICE : AML - 110
                   NEW     SSI     N/A
ADDR-LINE 1: ALL : INSIDE DELIVERY REQUIRED: _____
ADDR-LINE 2: _____
ADDR-LINE 3: _____
ADDR-LINE 4: _____

      PRESS 'ENTER' TO  CREATE ADD RECORD OR
      99 - EXIT TO ADDRESS CHANGE RECORD MENU
      ENTER OPTION:  ___
  
```

FIGURE 10

ADD SSI ADDRESS RECORD

This is the **ADD SSC (SPECIAL INSTRUCTIONS) SCREEN, NAM030.**

When entering an SSI the SSC is required, and a "S" for SSI and "A" for add on the NAM013, (Pg. 14) screen. There must be an established SSC in the Name and Address file to be able to `create' an `Add-SSI' request.

The originator information is required - then - Special Shipping Instructions: Address line 1 is required. Up to 35 characters can be entered. Address lines 2 - 4 are optional.

3.7 ADD LABEL RECORD - NAM037

```

09/01/1998                LIS - NAME/ADDRESS                NAM037
                        **  ADD LABEL RECORD  **

SSC: A 69733W_          ORIGINATOR : SARA JOHNSON          OFFICE : AML-110
                        TELEPHONE  : 405 954 5029

                        N/A LABEL RECORD
                        NUMBER OF COPIES OF PUBLICATIONS REQUIRED

CATALOG FICHE : 001      RESERVED      : 000      0052 PAPER CAT: 000
PROJ MAT'L CAT: 000      REQ'N REGISTER: 000      ISSACS          : 000

                        PRESS 'ENTER' TO CREATE LABEL RECORD OR
                        99 - EXIT TO ADDRESS CHANGE RECORD MENU

                        ENTER OPTION:  __

```

FIGURE 11
ADD LABEL RECORD

This is THE **ADD LABEL RECORD (PUBLICATIONS) SCREEM, NAM037**. This screen is obtained by selecting Option < 1 >, L (Label) record and A (Add) from the **ADDRESS CHANGE RECORD - NAM013**, (Pg. 14).

The screen will display the fields for the available publications. There must be an established SSC in the Name and Address file to be able to "create" an "Add-Label" request. The SSC, Originator, Office and Telephone are required.

Enter the number of copies requested in the specific fields, i.e. **Catalog Fiche: 001**, and press **[ENTER]**. All label record fields are explained in the help screens.

Note : The Label Request does not require Regional approval. Therefore, when AML-370 processes the transaction, the label record will be added to the Name / Address record, and when the requested publication is printed, this number of copies will be distributed to the designated GSA Address.

3.8 CHANGE MAIL ADDRESS RECORD - NAM032

09/01/1998	LIS - NAME/ADDRESS	NAM032
** CHANGE MAIL ADDRESS RECORD **		
SSC: A69733W	ORIGINATOR: JUDY GAYNOR_____	TEL: 405 954 5027
	OFFICE: AML-110	
	MAIL N/A	
ADDR-LINE 1: 69733W FAA AERO CENTER, AML-100		
ADDR-LINE 2: 3RD FLR S.E. WING HQS, RM 325		
ADDR-LINE 3: P.O. BOX 25082		COST CENTER
CITY :OKLAHOMA CITY, STATE :OK ZIP :73125		RQ20_ _
PRESS 'ENTER' TO CREATE CHANGE RECORD OR		
99 - EXIT TO ADDRESS CHANGE RECORD MENU		
ENTER OPTION: ___		

FIGURE 12

CHANGE MAIL ADDRESS RECORD

Screen Sample 1 (NAM032) - This is a copy of the Mail Address record for SSC: A 69733W as it appears in the Name and Address File. When entering a 'Mail/Change' request, the SSC is a required data element. The **CHANGE MAIL ADDRESS RECORD** screen will then display. Notice the message at the top of the screen indicates the type address record. I.e., 'Change/Mail'. Enter information about the originator as required. Then change the mail address record displayed on the screen as needed. This address record is a copy of the mail address as it appears on the current Name/Address file for the SSC that has been entered.

- Line 1 - Required. The GSA Address Code number cannot be changed. All other characters on Line 1 can be modified.
- Line 2 - required. Up to 35 characters can be entered. Should be 'Name' of the organization and include building and room number.
- Line 3 - required. Up to 34 characters. Should be Street/P.O. Box address.
- | | | |
|-----------------|------------|---|
| CITY | - Required | 20 characters are allowed |
| STATE | - Required | Must be valid two character state abbr. |
| ZIP CODE | - Required | Must be 5 characters |
| ZIP CODE SUFFIX | - Required | Cannot be blank |
| COST CENTER | - Required | If changed, must equal 4-6 characters and must be a valid cost center |

Press **[ENTER]** to create record - notice ' **TRANSACTION PROCESSED** ' message at the top left of the screen. Press **[ENTER]** to continue.

3.9 SCREEN SAMPLE 2 - NAM032 - PROCESSED

This sample shows the screen with the originator data entered, the mail address record changed, and the "**TRANSACTION PROCESSED**" message displayed.

```

TRANSACTION PROCESSED, PRESS ENTER TO CONTINUE.
09/01/1998                LIS - NAME/ADDRESS                NAM032
                        ** CHANGE MAIL ADDRESS RECORD **
SSC:
A 69733W                ORIGINATOR: JUDY GAYNOR_____ TEL: 405 954-5026
                        OFFICE: AML110
                        MAIL                N/A
ADDR-LINE 1:69733W FAA AERO CENTER, AML-100
ADDR-LINE 2:3RD FLR, S.E. WING HQS,RM 325
ADDR-LINE 3:P.O. BOX 25082                COST CENTER
CITY :OKLAHOMA CITY STATE :OK ZIP : 73125-0082        RQ20 _ _
                        PRESS 'ENTER' TO CREATE CHANGE RECORD OR
                        99 - EXIT TO ADDRESS CHANGE RECORD MENU
                        ENTER OPTION:  _

```

FIGURE 13
CHANGE MAIL ADDRESS RECORD

When entering a request for a 'Freight-Change', use the same guideline as the 'Mail Change' from the previous page. When entering a request for an Special Shipping Instruction (SSI) change, the SSC is a required data element. Screen NAM032 will then display. Notice the message at the top of the screen indicates the type address record.

Enter the information about the originator, then change the SSI address record as required.

3.10 DELETE MAIL ADDRESS RECORD NAM034 - TYPE ACTION INITIATED 'MAIL - DELETE '

Screen sample 1 - This is a copy of the mail address record for SSC: A 69733W as it appears on the N/A file.

```

09/01/1998                LIS - NAME/ADDRESS                NAM034
                        **  DELETE MAIL ADDRESS RECORD  **
SSC:   A 69733W  ORIGINATOR: JUDY GAYNOR____  OFFICE: AML-110____
                        TELEPHONE: 405 954-5026

                                MAIL                N/A
                                69733W FAA AERO CENTER, AML-100
                                3RD FLR, S.E. WING HQS, RM 325
                                P.O. BOX 25082
                                OKLAHOMA CITY, OK                73125-0082

THIS WILL DELETE ALL RECORDS WITH THIS SSC
(MAIL, FREIGHT, LABEL, AND SSI)

PRESS 'ENTER' TO CREATE DELETE RECORD OR
99 - EXIT TO ADDRESS CHANGE RECORD MENU
ENTER OPTION:  ____

```

FIGURE 14
DELETE MAIL ADDRESS RECORD

When entering a Mail - Delete' request, the SSC is a required data element. The **DELETE MAIL ADDRESS RECORD - NAM034**, (Pg. 27) will then display. Notice

the message at the top of the screen indicates the type address record, i.e., 'Delete - Mail'.

Enter the information about the originator as required, then create the delete action. Press **[ENTER]** will create a delete request for all address records for this SSC. A message ' **TRANSACTION PROCESSED, PRESS ENTER TO CONTINUE** ' will appear at the top left of the screen.

When entering a 'Freight - Delete', 'SSI - Delete' or Label Delete request, follow the same procedure listed above for a 'Mail - Delete' request. Exception: only the one particular type record of the SSC will be deleted.

3.11 OPTION 2 - REGIONAL APPROVAL

This option allows the N/A Regional Coordinator to review, approve or modify the Address Change Record for their Region. Users must be Security Level 3 or 4 to access this option, and can only approve requests for their region. When choosing this option, all the request records awaiting regional approval will display one record at a time, in order by Type Action, Delete records first, then Adds, then changes. The 'Approval Official' can page through the requests and review them without taking any approval action. To initiate approval, the Approving Official information must be entered and "Y" indicating the request is approved.

3.11A SCREEN SAMPLES OF REQUEST RECORDS AWAITING APPROVAL

```
09/01/1998                LIS - NAME/ADDRESS                NAM035
                        ** DELETE MAIL ADDRESS RECORD **
                        REQUEST DELETES ALL THESE SSC ADDRESSES
SSC:  A-69733W  ORIGINATOR: JUDY GAYNOR  OFFICE: AML-110
                        TELEPHONE: 405 954 5026

                        MAIL                                N/A
                        69733W FAA AERO CENTER, AML-100
                        3RD FLR S.E. WING HQS, RM 325
                        P.O. BOX 25082
                        OKLAHOMA CITY OK      73125-0082

APPROVING OFFICIAL:                REGION OFFICE:
                        FOR REGIONAL APPROVAL ENTER 'Y': _

PRESS 'ENTER' TO APPROVE DELETE RECORD OR
99 - EXIT TO ADDRESS CHANGE RECORD MENU
                        ENTER OPTION:
```

FIGURE 15
DELETE MAIL ADDRESS RECORD

3.11B ADD MAIL ADDRESS RECORD

09/01/1998	LIS - NAME/ADDRESS	NAM031
	** ADD MAIL ADDRESS RECORD **	
SSC: A-	ORIGINATOR: SARAH JOHNSON	OFFICE: AML-110
	TELEPHONE : 405-954-5029	
	NEW MAIL N/A	COST CENTER: RQ20
MULTIPLE	FAA AERO CENTER, AML-100	
N/A RECORD	3RD FLR S.E. WING HQS, RM 325	
CONTROL #:	P.O. BOX 25082	
	OKLAHOMA CITY OK	73125-0082
APPROVING OFFICIAL:		REGION OFFICE:
	FOR REGIONAL APPROVAL ENTER 'Y':	
	PRESS 'ENTER' TO APPROVE ADD RECORD OR	
	99 - EXIT TO ADDRESS CHANGE RECORD MENU	
	ENTER OPTION:	

FIGURE 16
ADD MAIL ADDRESS RECORD

3.11C CHANGE MAIL ADDRESS RECORD

```
09/01/1998                LIS - NAME/ADDRESS                NAM033
                        ** CHANGE MAIL ADDRESS RECORD **

SSC:  A69733W
ORIGINATOR:  SARAH JOHNSON      OFFICE:  AML-110      TEL   : 405-954-5029

                        MAIL            N/A
                        69733W FAA AERO CENTER, AML-100, COST CENTER RQ20
                        3RD FLR S.E. WING HQS, RM 325
                        P.O. BOX 25082
                        OKLAHOMA CITY OK 73125-0082

APPROVING OFFICIAL:
REGION OFFICE:

FOR REGIONAL APPROVAL ENTER 'Y':

PRESS 'ENTER' TO APPROVE CHANGE RECORD OR
99 - EXIT TO ADDRESS CHANGE RECORD MENU

ENTER OPTION:
```

FIGURE 17
CHANGE MAIL ADDRESS RECORD

3.11D SAMPLE OF APPROVED REQUEST - NAM035

Screen sample of a request that has been approved. Notice the Approving Official information has been entered and a "Y" indicating approval of the request. At the top left of the screen is the "**TRANSACTION PROCESSED**" message.

```
TRANSACTION PROCESSED, PRESS ENTER TO CONTINUE
09/01/1998                LIS - NAME/ADDRESS                NAM035
                        **  DELETE MAIL ADDRESS RECORD  **
                        REQUEST DELETES ALL THESE SSC ADDRESSES
SSC:  A-69733W  ORIGINATOR:  JUDY GAYNOR  OFFICE:  AML-110
                        TELEPHONE :  405-954-5026

MULTIPLE                                MAIL      N/A
N/A RECORD          69733W FAA AERO CENTER, AML-100
CONTROL #          3RD FLR S.E. WING HQS, RM 325
1                  P.O. BOX 25082
                        OKLAHOMA CITY  OK          73125-0082

APPROVING OFFICIAL:  JANE DOE          REGION OFFICE:  AML-110
                        FOR REGIONAL APPROVAL ENTER 'Y':
PRESS 'ENTER' TO APPROVE DELETE RECORD OR
99 - EXIT TO ADDRESS CHANGE RECORD MENU
                        ENTER OPTION:
```

FIGURE 18
DELETE MAIL ADDRESS RECORD

3.12 OPTION 3 - CANCEL ADDRESS CHANGE RECORD IN SUSPENSE

This option allows the user to cancel an Address Change Request that is in suspense awaiting Regional Approval or FAALC action. Users must be Security Level 3 to access this option; meaning, an Address Change Request must be canceled by the Name and Address Regional Coordinator. Each Address Change Request record includes the Name and Telephone Number of the Originator. The N/A Regional Coordinator should notify the Originator that a submitted request is disapproved and is being canceled or the Originator should notify the N/A Regional Coordinator if a request is no longer valid and needs to be canceled. After a record update action has taken place by AML-370 and the request record is completed or 'Pending GSA Assignment', the request can only be canceled by the Aeronautical Center Name / Address Coordinator.

Screen sample 1 - This sample shows the screen with the "Y" entered and the "**TRANSACTION PROCESSED**" message.

3.12A CANCEL ADDRESS CHANGE SUSPENSE ACTION

```
TRANSACTION PROCESSED, PRESS ENTER TO CONTINUE
09/01/1998                LIS - NAME/ADDRESS                NAM036
**  CANCEL ADDRESS CHANGE SUSPENSE ACTION  **
        TRANSACTION PENDING REGIONAL APPROVAL
SSC   :   A-69733W      ORIGINATOR:  MINDY CANDLE  OFFICE:  AML-110
                        TEL:    405-954-5049
        APPROVING OFFICIAL:  JANE DOE      REGION OFFICE:  AML-100
                        ADD FREIGHT      N/A
MULTIPLE                FAA AERO CENTER
N/A RECORD              3RD FLR S.E. WING HQS, AML-100
CONTROL #               6500 S. MCARTHUR BLVD., RM 325
                        OKLAHOMA CITY  OK   73169-6900
        REPLY 'Y' TO CANCEL SUSPENSE RECORD:  Y
        PRESS ENTER TO CONTINUE OR
        99 - EXIT TO ADDRESS CHANGE RECORD MENU
                        ENTER OPTION:  ___
```

FIGURE 19
CANCEL ADDRESS CHANGE SUSPENSE ACTION

3.13 OPTION 4 - ESTABLISH NEW GSA ADDRESS W/MULTIPLE RECORDS (M,F,S) - NAM038

This option allows the user to 'create' multiple type address request records when establishing a new GSA Address Code. Users must be Security Level 2, 3, or 4 to access this option and can only submit requests for their region. When choosing this option, the user must enter a Mail Address Record - and at least one other type address record, i.e., Freight and/or Special Shipping Instructions (SSI). Screen NAM038, (Pg. 36) will display indicating the Region Code. The Originator information is required then the user can enter the address record information as needed. The same edit applicable on the "Add" Screen NAM030, (Pg. 18) Address Lines 1 - 4 apply to these address records. After all the data is entered, press **[ENTER]** to create the 'Add' records. A message ' **TRANSACTION PROCESSED** ' will display at the top left of the screen including a Multiple N/A Record Control No. This control no. will display when inquiring these address records in the Suspense File and will serve as a means of tying the record together.

SAMPLE OF SCREEN - NAM038, (Pg. 36). All three types of address records can be entered on this screen. Remember, a 'Mail' address record is required, then either or both Freight/SSI. This screen sample shows the Originator information entered, and a 'Mail' and 'SSI' Address Record. Notice at the top of the screen the '**TRANSACTION PROCESSED, CONTROL NO: 8 PRESS ENTER TO CONTINUE**' message is displayed. This Control No. 8 will appear on the screen when inquiring the suspense file.

3.13 A ESTABLISH MULTIPLE TYPE RECORDS FOR A NEW GSA ADDRESS - NAM038

```

TRANSACTION PROCESSED      CONTROL NO: 8      PRESS ENTER TO CONTINUE
  ** ESTABLISH MULTIPLE TYPE RECORDS FOR A NEW GSA ADDRESS **
REGION: A ORIGINATOR: GEORGERY SIMONS OFFICE: AML-110 TEL: 405-954-5018
      FACILITY TELEPHONE: 405-954-3447      COST-CENTER: RQ20

MAIL      FAA AERO CENTER, AML-100_____
          3RD FLR S.E. WING HDQ, RM 325
          P.O. BOX 25082_____
          OKLAHOMA CITY, ST: OK ZIP: 73125-0082AA

FREIGHT   FAA AERO CENTER, AML-100
          3RD FLR. SE WING, HQ
          6500 S. MACARTHUR, RM 325_____
          CITY: OKLAHOMA STATE: OK ZIP: 73169-6900

SSI       INSIDE DELIVERY REQUIRED___ LABEL (NUMBER OF PUBLICATIONS)
          _____ CAT RESV'D 0052 PROJ REQN ISSAC
          _____ FICHE          CAT CAT REG
          _____ 001          _____

          IF REGION-CODE 'Y' ENTER SSC: _ _____
          PRESS ENTER TO ESTABLISH RECORDS OR
          99 - EXIT TO ADDRESS CHANGE RECORD MENU
          ENTER OPTION: ___

```

FIGURE 20

ESTABLISH MULTIPLE TYPE RECORDS FOR A NEW GSA ADDRESS

3.14 UPDATE COST CENTER CODE - NAM039

```

09/01/1998          LIS - NAME / ADDRESS          NAM039
                    ** UPDATE COST CENTER **

SSC:      A69733W

COST - CENTER          NAME / ADDRESS
RQ20                69733W FAA AERO CENTER, AML-100
                   3RD FLR S.E. WING HDQ, RM 325
                   P.O. BOX 25082
                   OKLAHOMA CITY   OK           73125-0082

TO UPDATE THIS RECORD WITH ABOVE COST-CENTER.
REPLY ' Y ' AND PRESS ENTER : Y

OR ENTER 99 - EXIT TO ADDRESS CHANGE RECORD MENU
ENTER OPTION :

```

FIGURE 21
UPDATE COST CENTER

This option allows the user to update or add a cost-center to an existing Supply Support Code. Users must be Security Level 2, 3 or 4 to access this option and can only update or add cost centers for their region. When choosing this option from **NAM013**, (Pg. 14) the user must enter a Supply Support Code.

After pressing **[ENTER]**, **UPDATE COST - CENTER SCREEN, NAM039** will display with the Supply Support Code selected and the Cost Center can be added on this screen. The record will be updated and will not require Regional approval.

3.15 SAMPLES OF SCREEN NAM020 - INQUIRE SUSPENSE BY REGION

These screen samples show the address records shown above as they appear in the Suspense File. Notice there is a record for each type address (Mail, SSI) and on the left of the screen is the Multiple N/A Control No. 8. This Control No. should be used as a means to tie address records together.

```

09/01/1998                LIS - NAME/ADDRESS                NAM020
                        **  INQUIRE SUSPENSE BY REGION  **

                        TRANSACTION PENDING REGIONAL APPROVAL
                        DATE-SUBMITTED:  09/01/1998

SSC   :   A-           FACILITY TELEPHONE : 405-954-3161
ORIGINATOR:   SARA JOHNSON   OFFICE: AML-110   TEL: 405-954-5029
APPROVING OFFICIAL: JUDY GAYNOR           REGION OFFICE: AML-110

                        ADD MAIL           N/A
MULTIPLE           FAA AERO CENTER           COST CENTER
N/A RECORD         3RD FLR S.E. WING HDQ           RQ20
CONTROL #:         P.O. BOX 25082, RM 325
8                 OKLAHOMA CITY, OKLAHOMA 73125-0082

                        PRESS ENTER TO CONTINUE OR
                        99 - EXIT TO NAME/ADDRESS MAIN MENU

                        ENTER OPTION:  ___           * MORE *
-----

```

SCREEN CONTINUED ON THE NEXT PAGE

3.15 - CONTINUED

```

-----
09/01/1998                LIS - NAME/ADDRESS                NAM020
                        **  INQUIRE SUSPENSE BY REGION  **
                        TRANSACTION PENDING REGIONAL APPROVAL
                        DATE-SUBMITTED: 08/01/98

SSC   :                FACILITY TELEPHONE : 0-0-0
ORIGINATOR:  GEORGE SIMONS                OFFICE:  AML-110    TEL:  405-954-5029
APPROVING OFFICIAL:                REGION OFFICE:
                        ADD SSI:          N/A
MULTIPLE                ALL:  INSIDE DELIVERY REQUIRED
N/A RECORD
CONTROL #
8
                                                                ** MORE **

PRESS ENTER TO CONTINUE OR
99 - EXIT TO NAME/ADDRESS MAIN MENU
ENTER OPTION:  ___

```

FIGURE 22
INQUIRE SUSPENSE BY REGION

Option 4 on the **NAME/ADDRESS MAIN MENU - NAM001**, (Pg.7) 1 is the **REPORT REQUEST**. Security Levels 3, 4 and 5 have access to this option. Enter Option 4 and press **[ENTER]** for the **REPORT REQUEST** option.

3.16 REPORT REQUEST MAIN MENU - NAM101

```
09/01/1998                LIS - NAME/ADDRESS                NAM101
                        ** REPORT REQUEST MAIN MENU **

                        1 - REPORT BY GSA / VENDOR ADDRESS
                        2 - CROSS-REF TABLE BY COST CENTER
                        3 - CROSS-REF TABLE BY CITY
                        4 - RECAP/CANCEL

                        99 - EXIT TO NAME/ADDRESS MAIN MENU
                           ENTER OPTION : _____

OPTION 2, COST CENTER ____ TO ____ (LEAVE BLANK FOR COMPLETE DATA)
OPTION 3, CITY _____ (LEAVE BLANK FOR COMPLETE DATA)

                        TO _____
```

FIGURE 23
REPORT REQUEST

This is the **REPORT REQUEST MAIN MENU - NAM101**. Users with Security Levels 3, 4 and 5 can request a overnight batch report for a list of GSA addresses in their region, view or print a report by **Cost Center**, or view or print a report by **City**. Also there is a **RECAP/CANCEL** option to check on the status of the requested report or cancel the request. Enter OPTION (1) and press **[ENTER]** to request a **REPORT BY GSA/VENDOR ADDRESS**.

3.17 REPORT REQUEST MAIN MENU - (POP-UP WINDOW)

```
09/01/1998                LIS - NAME/ADDRESS                NAM101
                        ** REPORT REQUEST MAIN MENU **

      REGION A
      REGION V

ENTER REGION OR ' 99' TO EXIT : V

OPTION 2, COST CENTER _____ TO _____ (LEAVE BLANK FOR COMPLETED DATA)
OPTION 3, CITY _____ (LEAVE BLANK FOR COMPLETED DATA)
          TO _____
```

FIGURE 24

POP-UP WINDOW FOR REGION A & V

This pop-up window will display for the Aeronautical Center users to be able to request a report for Region A or a report for the Vendor addresses. Other regions will not see this pop-up window. After selecting the region, press **[ENTER]** for the next pop-up window.

3.18 REPORT REQUEST MAIN MENU - POP-UP WINDOW (ROUTING SYMBOL)

```

09/01/1998                LIS - NAME / ADDRESS                NAM101
                        ** REPORT REQUEST MAIN MENU **
                        _____
                        PLEASE ENTER ROUTING SYMBOL
                        TO REQUEST BATCH REPORT
                        ROUTING SYMBOL : AML-110__
ENTER '99' TO ESCAPE
                        _____
OPTION 2, COST CENTER_____ TO _____ (LEAVE BLANK FOR COMPLETE DATA)
OPTION 3, CITY _____ (LEAVE BLANK FOR COMPLETE DATA)
                TO _____

```

FIGURE 25
POP-UP WINDOW FOR ROUTING SYMBOL

The user will enter their Routing Symbol in the appropriate field to allow the overnight batch report to be sent to the correct address. After pressing **[ENTER]** the request will go to **RECAP / CANCEL - NAM104A**, (Pg. 47) where it can be canceled before that evening. If it is not canceled, the report will be printed overnight and sent to the user the next morning. Select Option (2) from the **REPORT REQUEST MAIN MENU - NAM101** to view or print A **CROSS-REF TABLE BY COST CENTER**, press **[ENTER]**.

3.19 CROSS-REF TABLE BY COST CENTER - NAM102A

09/01/1998		LIS - NAME / ADDRESS				NAM102A	
** REPORT BY COST CENTER **							
<u>COST</u>	<u>GSA</u>	<u>COST</u>	<u>GSA</u>	<u>COST</u>	<u>GSA</u>	<u>COST</u>	<u>GSA</u>
<u>CTR</u>	<u>ADDR</u>	<u>CTR</u>	<u>ADDR</u>	<u>CTR</u>	<u>ADDR</u>	<u>CTR</u>	<u>ADDR</u>
B031	6973B1	B091	6973Q2	0010	697397	RA23	6973F1
B031	6973KH	B092	6973R0	0011	697393	RA24	6973F1
B031	6973S2	B093	6973PA	0012	6973FM	RA30	6973H7
B080	6973AP	B311	697336	0100	6973M5	RA31	6973A6
B081	6973Q8	B340	697395	0200	6973MI	RA32	6973R8
B082	6973DT	B350	69739J	0300	6973AV	RA41	69731A
B082	6973P9	B350	69739R	0400	6973M6	RA41	6973U5
B083	6973Q9	B360	6973DQ	RA10	69739F	RA45	697339
B084	6973DF	B370	6973E3	RA2F	6973NX	RA48	6973DA
B085	6973AA	B381	69739P	RA20	6973KA	RA5A	6973K4
B090	6973B7	F000	6973P8	RA21	6973H0	RA51	6973J1
B091	6973DV	F100	697391	RA22	6973H3	RA53	6973AU
TOTAL : 307		REMAINING : 259				** MORE **	
ENTER OPTION : _____		20 - (PRINT) (2 PAGES)					
		99 - EXIT TO REPORT REQUEST MAIN MENU					

FIGURE 26

REPORT BY COST CENTER

This is the **REPORT BY COST CENTER NAM102A.**

If the user entered a Cost Center selection on the previous screen, it will only show the Cost Centers in that range and for the users' region. The number of cost center records and the number left to be reviewed will display on the bottom of this screen. It will also show how many pages will be printed using the Option 20 print. If the report exceeds the 15 page limit, it will be defaulted to a batch print for that evening.

Select OPTION 3 from the **REPORT REQUEST MAIN MENU**, **NAM101**, (Pg. 40) for the **CROSS-REF TABLE BY CITY**, **NAM103A**, (Pg. 45), press **[ENTER]**.

3.20 CROSS - REF TABLE BY CITY - NAM103A

LIS - NAME / ADDRSS		NAM103A	
** REPORT BY CITY **			
CITY	COST CTR	GSA ADDR	
ANCHORAGE	8P21	690A60	
ANCHORAGE	8T12	690A61	
ATLANTA	8P51	6943EK	
ATLANTA	8T13	6943AJ	
ATLANTA	8P10	692K36	
ATLANTIC CITY	8T11	692K26	
ATLANTIC CITY	8856	692K01	
ATLANTIC CITY	8857	692J29	
ATLANTIC CITY	8T11	692K29	
ATLANTIC CITY APRT	8T11	692226	
ATLANTIC CITY IAP	8T11	692K27	
ATLANTIC CITY IAP	8T11	697376	
TOTAL : 302	REMAINING :290		** MORE **

ENTER OPTION :	_____	20 - (PRINT) (4 PAGES)	
		99 - EXIT TO REPORT REQUEST MAIN MENU	

FIGURE 27
REPORT BY CITY

This is the **REPORT BY CITY, NAM103A.**

If the user made a city selection on the previous screen, only cities in that range will display. The number of cities for this request will be displayed on the bottom of the

screen along with the number remaining to be viewed. Also, the number of pages that will be printed using the Option 20 print will display. Use Option 20 to print this report. If the report exceeds the 15 page limit, it will be defaulted to a batch print for that evening.

Select Option 4 from the **REPORT REQUEST MAIN MENU**, **NAM101**, (Pg. 40) to display the **RECAP / CANCEL**, **NAM104A**, (Pg. 47). Press **[ENTER]**.

If a Cost Center or City report defaults to a batch run, the **Cost Center Start** and **END** will display and the **CITY START** and **END** will display. If a report needs to be canceled, it can be done before that evening. To cancel a request, mark an "X" on the left hand side of the request.

The following screens are HELP screens. Enter Option 6 from the **NAME / ADDRESS MAIN MENU**, **NAM001** (Pg. 7) to access the **HELP MENU**, **NAM990**, (Pg. 49).

4.0 HELP SCREENS

SAMPLE OF SCREEN NAM990 - HELP MENU - This is the help screens menu. You may choose from the options listed if you need assistance or more information about the system.

```

                LIS - NAME AND ADDRESS CHANGE REQUEST                NAM990
                ***  HELP MENU  ***

THE FOLLOWING HELP SCREENS HAVE BEEN DEVELOPED TO ASSIST USERS OF THE NAME
AND ADDRESS CHANGE REQUEST PROCESS AND ACQUAINT THEM WITH THE FEATURES AND
EDITS OF THE SYSTEM. PROVIDED IS GENERAL INFORMATION ABOUT THE SYSTEM, A HELP
SCREEN FOR EACH OPTION PLUS SPECIFIC INFORMATION ABOUT EACH DATA ELEMENT.
ALSO PROVIDED IS A DEFINITION OF THE SECURITY LEVELS IN THE SYSTEM AND A LIST
OF THE NAME AND ADDRESS REGIONAL COORDINATORS.

-----
*   FOR SPECIFIC INFORMATION SELECT THE DESIRED OPTION LISTED BELOW   *
 1 - GENERAL INFORMATION                11 - CANCEL ADDRESS W/MULTIPLE RECORDS
 2 - PERFORM RESEARCH                   12 - NEW GSA ADDRESS W/MULTIPLE RECORDS
 3 - RECORD MAINTENANCE                 13 - UPDATE COST CENTER CODES
 4 - ADDRESS CHANGE RECORD              14 - REPORT REQUESTS
 5 - INQUIRE SUSPENSE/HISTORY          15 - DATA ELEMENTS
 6 - INQUIRE NAME AND ADDRESS          16 - SECURITY LEVELS
 7 - CREATE ADDRESS CHANGE RECORD       17 - NAME / ADDRESS REGIONAL COORD
 8 - CREATE PUBLICATION LABEL           18 - GLOSSARY
 9 - DELETE PUBLICATION LABEL           99 - EXIT TO MAIN MENU
10 - REGIONAL APPROVAL/MODIFY REQUEST

                                OPTION:  ___

```

FIGURE 29
HELP MENU

The following pages show the Help Screens that are available for online inquiry when using the Name and Address System.

4.1 HELP SCREEN - GENERAL INFORMATION - NAM991

```
09/01/1998          LIS NAME AND ADDRESS CHANGE REQUEST          NAM991
                    **  HELP  **                                PAGE 1 OF 2
                    **  GENERAL INFORMATION  **

THE NAME AND ADDRESS CHANGE REQUEST WAS DEVELOPED TO ALLOW THE USER TO SUBMIT
AN ONLINE REQUEST TO ESTABLISH, CHANGE, OR DELETE A SUPPLY SUPPORT CODE (SSC)
ADDRESS IN THE MASTER NAME/ADDRESS FILE WHICH IS MAINTAINED BY THE FAALC AND
COMMONLY KNOWN AS THE NAME AND ADDRESS FILE.  THIS PROCESS ALLOWS REVIEW AND
PROCESSING BY THE FAALC TRANSPORTATION SERVICES BRANCH (AML-370).  THE
POLICIES AND PROCEDURES IDENTIFIED IN ORDER 4650-15D.  SUPPLY SUPPORT CODE
ASSIGNMENT . CROSS REFERENCE MAINTENANCE WERE USED IN DEVELOPING THIS ONLINE
PROCESS.  FOR LIS USERS, THE NAME AND ADDRESS CHANGE REQUEST AUTOMATES FAA
FORM 4650-16, ADDRESS CHANGE RECORD.  THIS SYSTEM HAS ONE MAIN MENU WITH
SUBMENUS TO DIRECT THE USER TO ADDITIONAL OPTIONS.  SECURITY LEVELS HAVE BEEN
ESTABLISHED WHICH DETERMINE THE ACCESS AVAILABLE TO EACH USER.  THE SYSTEM IS
USER-FRIENDLY AND INTERACTS WITH THE USER THROUGH ERROR MESSAGES UNTIL ALL
THE DATA NEEDED TO PROCESS THE REQUEST HAS BEEN VALIDATED.  ERROR MESSAGES
WILL DISPLAY AT THE TOP LEFT OF THE SCREEN AND THE CURSOR WILL BE POSITIONED
ON THE FIELD THAT NEEDS TO BE CORRECTED..

          - - - PRESS [ENTER] TO CONTINUE - - -

-----

SCREEN CONTINUED ON THE NEXT PAGE
```


4.2 HELP SCREEN - PERFORM RESEARCH - NAM993

```
09/01/1998      LIS - NAME AND ADDRESS CHANGE REQUEST      NAM993
                **  HELP  **                                PAGE 1 OF 1
                ** PERFORM RESEARCH **

THIS OPTION ALLOWS THE USER TO:
- INQUIRE SUSPENSE INFORMATION
  BY SUPPLY SUPPORT CODE (SSC) -OR-
  BY REGION
- INQUIRE HISTORY INFORMATION
  BY SUPPLY SUPPORT CODE (SSC) -OR-
  BY REGION/CITY
- INQUIRE THE CURRENT NAME AND ADDRESS FILE
  BY GSA ADDRESS          BY VENDOR NAME
  BY REGION/CITY          BY ZIP CODE

WHEN CHOOSING THIS OPTION, THE USER ADVANCES TO A SUBMENU WHICH DISPLAYS
THE INQUIRE OPTIONS.  USER ACCESS IS DETERMINED BY SECURITY LEVEL.
OPTIONS 1 IS AVAILABLE FOR INQUIRY TO USERS WITH SECURITY LEVEL 2, 3, OR
4.  OPTION 2 IS AVAILABLE FOR INQUIRY TO USERS WITH SECURITY LEVEL 1, 2,
3, 4 OR 5.  WITHIN THE OPTIONS, FURTHER EDITS HAVE BEEN ESTABLISHED.
RETURN TO THE HELP MENU AND CHOOSE THE APPROPRIATE OPTIONS FOR MORE
DETAILED INFORMATION ABOUT THE INQUIRY OPTIONS.

    --- PRESS [ENTER] TO CONTINUE ---
```

FIGURE 31
PERFORM RESEARCH

4.3 HELP SCREEN - RECORD MAINTENANCE - NAM994

```
09/01/1998          LIS - NAME AND ADDRESS CHANGE REQUEST          NAM994
                    *** HELP ***                                  PAGE 1 OF 1
                    ** RECORD MAINTENANCE **

THIS OPTION ALLOWS THE NAME AND ADDRESS CLERKS IN THE FAALC
TRANSPORTATION SERVICES BRANCH TO PERFORM RECORD UPDATE ON THE ADDRESS
CHANGE REQUESTS SUBMITTED BY THE FIELD AND APPROVED BY THE REGION. ALL
REQUESTS MUST HAVE REGIONAL APPROVAL PRIOR TO ANY RECORD UPDATE ACTION
BY AML-370. USERS MUST BE A SECURITY LEVEL 4 TO ACCESS THIS OPTION.
AFTER THE NAME AND ADDRESS FILE HAS BEEN UPDATED, THE COMPLETED REQUESTS
ARE AVAILABLE FOR INQUIRE FROM THE PERFORM RESEARCH MENU (NAM010)

CHOOSE THE SPECIFIC HELP SCREEN FROM THE HELP MENU FOR MORE DETAILED
INFORMATION ABOUT THE OPTION 2 LISTED ABOVE OR SECURITY LEVEL
DEFINITIONS.

- - - PRESS [ENTER] TO CONTINUE - - -
```

FIGURE 32
RECORD MAINTENANCE

4.4 HELP SCREEN - ADDRESS CHANGE RECORD - NAM995

```
09/01/1998          LIS - NAME AND ADDRESS CHANGE REQUEST          NAM995
                    ** HELP **                                    PAGE 1 OF 2
                    ** ADDRESS CHANGE RECORD **

THIS OPTION ALLOWS THE USER TO SUBMIT A REQUEST TO ESTABLISH, CHANGE OR DELETE A
SUPPLY SUPPORT CODE (SSC) IN THE NAME/ADDRESS FILE. USERS MUST BE SECURITY LEVEL
2, 3, OR 4 TO ACCESS THIS OPTION. WHEN CHOOSING THIS OPTION, ADDRESS CHANGE RECORD
SUBMENU (NAM013) WILL DISPLAY. FROM THIS SUBMENU, FIVE OPTIONS ARE AVAILABLE WITH
ACCESS CONTROLLED BY SECURITY LEVEL. OPTION 1 IS AVAILABLE TO USERS WITH SECURITY
LEVELS 2,3, OR 4. WHEN CHOOSING OPTION 1, THE USER MUST IDENTIFY THE TYPE ADDRESS
RECORD TO BE CREATED (MAIL, FREIGHT, SPECIAL SHIPPING INSTRUCTIONS (SSI), LABEL)
AND WHAT KIND OF ACTION IS DESIRED (ADD, CHANGE, OR DELETE). IF THE ACTION IS A
'CHANGE' OR 'DELETE', THE SSC IS A REQUIRED ELEMENT. 'OPTION 2' IS AVAILABLE TO
USERS WITH SECURITY LEVEL 2, 3, OR 4. THIS OPTION ALLOWS THE N/A REGIONAL
COORDINATORS TO MODIFY SELECT FIELDS, REVIEW AND APPROVE EACH REQUEST. USERS WITH
SECURITY LEVEL 2 CAN MODIFY SELECT FIELDS ON DATA THEY HAVE ENTERED. 'OPTION 3' IS
AVAILABLE TO USERS WITH SECURITY LEVEL 3 OR 4. THIS OPTION ALLOWS THE USER TO
CANCEL A REQUEST THAT IS IN SUSPENSE PENDING REGIONAL APPROVAL OR PENDING FAALC
ACTION. CHOOSE OPTION 7,10 OR 11 FROM THE HELP MENU. 'OPTION 4' IS AVAILABLE TO
USERS WITH SECURITY LEVEL 2,3, OR 4. THIS OPTION ALLOWS THE USER TO SUBMIT
MULTIPLE ADDRESS REQUEST RECORDS WHEN ESTABLISHING A NEW GSA ADDRESS CODE.

- - - PRESS [ENTER] TO CONTINUE - - -
```

FIGURE 33
RECORD MAINTENANCE

4.4 CONTINUED

```
09/01/1998      LIS - NAME AND ADDRESS CHANGE REQUEST      NAM995
                  ** HELP **                               PAGE 2 OF 2
                  ** ADDRESS CHANGE RECORD **

WHEN CHOOSING THIS OPTION, THE USER MUST ENTER A 'MAIL' ADDRESS RECORD
AND AT LEAST ONE OTHER TYPE ADDRESS RECORD (I.E., FREIGHT OR SSI).
'OPTION 5' IS AVAILABLE TO USERS WITH SECURITY 2, 3, OR 4. THIS
OPTION ALLOWS THE USER TO ADD OR UPDATE THEIR COST CENTER CODE.
WHEN CHOOSING THIS OPTION THE USER MUST ENTER A SUPPLY SUPPORT CODE.

      - - - PRESS [ENTER] TO CONTINUE - - - -
```

FIGURE 34
RECORD MAINTENANCE (cont)

4.5 HELP SCREEN - INQUIRE SUSPENSE BY SSC OR REGION - NAM996

```
09/01/1998          LIS - NAME AND ADDRESS CHANGE REQUEST          NAM996
                      **  HELP  **                                PAGE 1 OF 2
                      ** INQUIRE SUSPENSE BY SSC OR REGION **

THIS OPTION ALLOWS THE USER TO INQUIRE THE NAME AND ADDRESS CHANGE REQUESTS
THAT ARE AWAITING ACTION.  USERS MUST BE SECURITY LEVEL 2. 3. OR 4 TO ACCESS
THIS OPTION AND CAN ONLY INQUIRE REQUESTS FOR THEIR REGION.  THE SSC OR
REGION IS A REQUIRED DATA ELEMENT WHEN CHOOSING THIS OPTION.

WHEN INQUIRING BY SSC, THE SUSPENSE RECORD WILL DISPLAY WITH A STATUS MESSAGE
INDICATING WHAT ACTION HAS BEEN TAKEN ON THE REQUEST.  STATUS MESSAGES ARE:
    FIRST LEVEL - TRANSACTION PENDING REGIONAL APPROVAL
    SECOND LEVEL - TRANSACTION PENDING GSA ASSIGNMENT
    THIRD LEVEL - TRANSACTION PENDING FAALC ACTION
NOTE:  ON A NEW GSA ADDRESS CODE ASSIGNMENT, INQUIRY IS AVAILABLE BY REGION
ONLY.

WHEN INQUIRING BY REGION, ALL SUSPENSE RECORDS FOR THE USER'S REGION WILL
DISPLAY ONE RECORD AT A TIME, IN ORDER BY TYPE ACTION (DELETES FIRST, THEN
ADDS THEN CHANGES) WITH STATUS MESSAGES STARTING AT THE FIRST LEVEL.  ON THE
LINE ABOVE THE SSC ADDRESS WILL BE A STATEMENT INDICATING THE TYPE ACTION
REQUESTED.

IF A REQUEST RECORD CANNOT BE FOUND WHEN INQUIRING SUSPENSE, INQUIRE THE
HISTORY FILE FOR A COMPLETED ACTION RECORD.

***  PRESS [ENTER] TO CONTINUE  ***
```

FIGURE 35
INQUIRE SUSPENSE BY SSC OR REGION

4.6 HELP SCREEN - INQUIRE HISTORY BY SSC OR REGION - NAM997

```
09/01/1998          LIS - NAME AND ADDRESS CHANGE REQUEST          NAM997
                                **  HELP  **                                PAGE 2 OF 2
                                **  INQUIRE HISTORY BY SSC OR REGION AND CITY  **

THIS OPTION ALLOWS THE USER TO INQUIRE THE NAME AND ADDRESS CHANGE REQUESTS
THAT HAVE BEEN COMPLETED.  USERS MUST BE SECURITY LEVEL 2,3, 4 OR 5 TO ACCESS
THIS OPTION AND CAN ONLY INQUIRE REQUESTS FOR THEIR REGION.  THE SSC OR
REGION IS A REQUIRED DATA ELEMENT WHEN CHOOSING THIS OPTION.

WHEN INQUIRING BY SSC, THE HISTORY RECORD WILL DISPLAY WITH A "TRANSACTION
PROCESSED (DATE)" MESSAGE.  ALSO, ON THE LINE ABOVE THE SSC ADDRESS WILL BE A
STATEMENT ABOUT THE TYPE ACTION COMPLETED.

WHEN INQUIRING BY REGION AND CITY, ENTER THE REGION CODE AND AT LEAST THE
FIRST 4 CHARACTERS OF THE CITY.  THE "CITY" DATA ELEMENT IS AN ALPHA FIELD
AND WILL ACCEPT THE FOLLOWING SPECIAL CHARACTERS ONLY:  BLANKS, DASHES,
COMMAS, OR PERIODS.

IF A USER HAS CREATED A REQUEST FOR A "NEW" ADD MAIL AND ALSO A "NEW" ADD
SSI.  INQUIRY MUST BEGIN WITH THE "NEW" ADD MAIL.  REASON: THE "CITY" IS
REQUIRED FOR RECORD SEARCH AND IT IS NOT FOR THE SSI REQUEST.  AFTER THE SSC
IS SECURED FROM THIS INQUIRY, THE USER CAN THEN INQUIRE THE "NEW" ADD SSI
RECORD USING THE SSC.

                                **  PRESS [ENTER] TO CONTINUE  **
```

FIGURE 36
INQUIRE HISTORY BY SSC OR REGION

4.7 HELP SCREEN - INQUIRE NAME AND ADDRESS FILE - NAM998

```
09/01/1998          LIS - NAME AND ADDRESS CHANGE REQUEST          NAM998
                                     *** HELP ***                      PAGE 1 OF 2
                                     *** INQUIRE NAME AND ADDRESS FILE ***

THERE ARE TWO OPTIONS ON THE PERFORM RESEARCH SUBMENU (NAM010) FOR NAME AND
ADDRESS FILE INQUIRY.  BY CHOOSING ONE OF THESE OPTIONS, THE USER HAS ACCESS
TO THE CURRENT NAME AND ADDRESS FILE.  ALL SECURITY LEVELS (1, 2, 3 ,4 & 5)
HAVE ACCESS TO THESE INQUIRY OPTIONS.

OPTION 3 - INQUIRE NAME AND ADDRESS BY GSA / VENDOR ADDRESS.  WHEN
CHOOSING THIS OPTION, ENTER CHARACTERS 2-7 OF THE SSC.  EVERY ADDRESS RECORD
FOR THAT GSA ADDRESS CODE WILL DISPLAY, (I.E., LABEL, FREIGHT, MAIL, SPECIAL
SHIP INSTRUCTIONS).  DISPLAYED ON THE LEFT OF THE SCREEN WILL BE THE REGION
CODE AND THE REGION NAME.  ALL ADDRESS INFORMATION ABOUT THAT GSA ADDRESS
CODE WILL BE DISPLAYED.

OPTION 4 - INQUIRE NAME AND ADDRESS BY REGION / CITY.  WHEN CHOOSING THIS
OPTION, ENTER THE REGION CODE AND AT LEAST THE FIRST 4 CHARACTERS OF THE
CITY.  THE "CITY" DATA ELEMENT IS A ALPHA FIELD AND WILL ACCEPT THE FOLLOWING
SPECIAL CHARACTERS ONLY:  BLANKS, DASHES, COMMAS, OR PERIODS.  ADDRESS
RECORDS WILL DISPLAY STARTING AT THE FIRST MATCH FOR THE "CITY" ENTERED AND
CONTINUE THROUGH ALL ADDRESS RECORDS FOUND FOR THAT CITY.  IF "MORE" IS
DISPLAYED ON THE BOTTOM RIGHT OF THE SCREEN, THERE ARE MORE ADDRESS RECORDS
FOR THAT REGION/CITY.

                                     *** PRESS [ENTER] TO CONTINUE ***
```

FIGURE 37
INQUIRE NAME AND ADDRESS FILE

4.7 CONTINUED

```
LIS - NAME AND ADDRESS CHANGE REQUEST          NAM998
          ***   HELP   ***                      Page 2 of 2
**   INQUIRE NAME AND ADDRESS FILE   **
```

OPTION 5 - INQUIRE NAME / ADDRESS BY VENDOR NAME - WHEN CHOOSING THIS OPTION, ENTER A VENDOR NAME AND A SUMMARY SCREEN WILL DISPLAY TO SELECT A SPECIFIC ADDRESS RECORD. ALL SECURITY LEVELS (1, 2, 3, 4 & 5) CAN ACCESS THIS INQUIRY SCREEN.

OPTION 6 - INQUIRE NAME / ADDRESS BY ZIP CODE - ONLY SECURITY LEVEL 5 USERS CAN ACCESS THIS OPTION. WHEN CHOOSING THIS OPTION, ENTER A FIVE DIGIT ZIP CODE AND A SUMMARY SCREEN WILL DISPLAY TO SELECT A SPECIFIC ADDRESS RECORD.

- - - - PRESS [ENTER] TO CONTINUE - - - -

FIGURE 38**INQUIRE NAME AND ADDRESS FILE (CONT)**

4.8 HELP SCREEN - CREATE ADDRESS CHANGE RECORD (MAIL/ADD) - NAM999

```
09/01/1998      LIS - NAME AND ADDRESS CHANGE REQUEST      NAM999
                **  HELP  **                                PAGE 1 OF 5

                ** CREATE ADDRESS CHANGE RECORD **

THIS OPTION ALLOWS THE USER TO "CREATE" AN ADDRESS CHANGE REQUEST.  USERS
MUST BE SECURITY LEVEL 2. 3. OR 4 TO ACCESS THIS OPTION AND CAN ONLY SUBMIT
REQUESTS FOR THEIR REGION.  WHEN CHOOSING THIS OPTION, THE FOLLOWING
INFORMATION IS REQUIRED: TYPE ADDRESS RECORD: M = MAIL, F = FREIGHT, S = SSC
(SPECIAL SHIPPING INSTRUCTIONS), L = LABEL, TYPE ACTION:  A = ADD, C =
CHANGE, D = DELETE.  IF THE REQUEST IS A "CHANGE" OR "DELETE", THE SUPPLY
SUPPORT CODE (SSC) MUST ALSO BE ENTERED.

WHEN ENTERING A "NEW MAIL/ADD" REQUEST, SCREEN NAM030 WILL DISPLAY.  NOTICE
THE MESSAGE ABOUT THE SSC AT THE TOP OF THE SCREEN - AND THE MESSAGE
INDICATING THE TYPE ADDRESS RECORD, I.E. "ADD/MAIL".  ENTER INFO ABOUT THE
ORIGINATOR AS REQUIRED - THEN - THE NEW NAME AND ADDRESS INFORMATION:

LINE 1 - 28 CHARACTERS CAN BE ENTERED.  STATE-2 DIGIT STATE CODE ABBR.
LINE 2 - 35 CHARACTERS CAN BE ENTERED.  ZIP CODE-NINE DIGIT ZIP CODE IS REQD
LINE 3 - 34 CHARACTERS CAN BE ENTERED.  COST CENTER - SIX CHARACTERS CAN BE
ENTERED (NOT REQUIRED IN REGION Y)
CITY   - 20 CHARACTERS CAN BE ENTERED.

PRESS [ENTER] TO CREATE THE "ADD RECORD".  A MESSAGE "TRANSACTION PROCESSED,
- PRESS ENTER TO CONTINUE" WILL DISPLAY AT THE TOP LEFT OF THE SCREEN.

*** PRESS [ENTER] TO CONTINUE ***
```

FIGURE 39
CREATE ADDRESS CHANGE RECORD

4.9 HELP SCREEN - CREATE ADDRESS CHANGE RECORD (FREIGHT / SSI/ADD) - NAM9991

```
09/01/1998          LIS - NAME AND ADDRESS CHANGE REQUEST          NAM9991
                    **  HELP  **                                  PAGE 2 OF 5
                    ** CREATE ADDRESS CHANGE RECORD **

WHEN ENTERING A "FREIGHT/ADD", SCREEN NAM030 WILL DISPLAY.  NOTICE THE
SSC IS A REQUIRED DATA ELEMENT ON THIS REQUEST.  ALL OTHER INPUT
INFORMATION IS THE SAME AS THE "MAIL/ADD" EXCEPT THE COST CENTER CODE IS
NOT ENTERED ON THE FREIGHT ADDRESS.

WHEN ENTERING A "SPECIAL SHIPPING INSTRUCTIONS (SSI) ADD" SCREEN, NAM030
WILL DISPLAY.  SSC IS A REQUIRED DATA ELEMENT ON THIS REQUEST.
ORIGINATOR INFORMATION IS REQUIRED AND THEN SPECIAL SHIPPING
INSTRUCTIONS:
  LINE 1 - REQUIRED, UP TO 35 CHARACTERS CAN BE ENTERED.
  LINE 2 - OPTIONAL
  LINE 3 - OPTIONAL
  LINE 4 - OPTIONAL

PRESS [ENTER] TO CREATE THE "ADD RECORD".  A MESSAGE "TRANSACTION
PROCESSED, PRESS ENTER TO CONTINUE" WILL DISPLAY AT THE TOP LEFT OF THE
SCREEN.

*** PRESS [ENTER] TO CONTINUE ***
```

FIGURE 40
CREATE ADDRESS CHANGE RECORD

4.10 HELP SCREEN - CREATE ADDRESS CHANGE RECORD (MAIL/CHANGE)- NAM9992

```
09/01/1998          LIS - NAME AND ADDRESS CHANGE REQUEST          NAM9992
                                **  HELP  **                                PAGE 3 OF 5
                                **  CREATE ADDRESS CHANGE RECORD  **

WHEN ENTERING A "MAIL/CHANGE" REQUEST, THE SSC IS A REQUIRED ELEMENT.  SCREEN
NAM032 WILL THEN DISPLAY.  NOTICE THE MESSAGE AT THE TOP OF THE SCREEN
INDICATES THE TYPE ADDRESS RECORD, I.E. "CHANGE/MAIL".  ENTER INFO ABOUT THE
ORIGINATOR AS REQUIRED, THEN CHANGE THE MAIL ADDRESS DISPLAYED ON THE SCREEN
AS NEEDED.  THIS ADDRESS RECORD IS A COPY OF THE MAIL ADDRESS AS IT APPEARS ON
THE CURRENT NAME AND ADDRESS FILE FROM THE SSC THAT HAS BEEN ENTERED.
  LINE 1 - REQUIRED.  NOTE:  THE "NAME" ONLY SHOULD BE CHANGED AND IT
            SHOULD BE 28 CHARACTERS OR LESS.  THE GSA ADDRESS CODE AS
            DISPLAYED CANNOT BE CHANGED.
  LINE 2 - REQUIRED.  UP TO 35 CHARACTERS CAN BE ENTERED, WHICH WOULD BE

            THE "NAME" OF THE LOCATION OF ADDRESS.
  LINE 3 - REQUIRED.  UP TO 34 CHARACTERS CAN BE ENTERED, WHICH WOULD BE THE
            STREET/P.O/BOX ADDRESS.
  LINE 4 - REQUIRED.  UP TO 20 CHARACTERS CAN BE ENTERED FOR THE CITY,
            TWO DIGIT STATE ABBREVIATION, AND NINE-DIGIT ZIP CODE IS REQUIRED.
PRESS [ENTER] TO CREATE RECORD - NOTICE "PROCESSED" MESSAGE TOP LEFT OF THE
SCREEN.

                                ***  PRESS [ENTER] TO CONTINUE  ***
```

FIGURE 41
CREATE ADDRESS CHANGE RECORD

4.11 HELP SCREEN - CREATE ADDRESS CHANGE RECORD (FREIGHT / SSI / CHANGE) - NAM9993

```
09/01/1998          LIS - NAME AND ADDRESS CHANGE REEQUEST          NAM9993
                    **      HELP      **
                                     PAGE 4 OF 5
                    **  CREATE ADDRESS CHANGE RECORD  **

WHEN ENTERING A "FREIGHT/CHANGE" REQUEST, THE SSC IS A REQUIRED DATA ELEMENT.
SCREEN NAM032 WILL THEN DISPLAY. NOTICE THE MESSAGE AT THE TOP OF THE SCREEN
INDICATES THE TYPE ADDRESS RECORD. I.E., "CHANGE/FREIGHT". ENTER INFO ABOUT
THE ORIGINATOR AS REQUIRED - THEN - CHANGE THE FREIGHT ADDRESS RECORD
DISPLAYED ON THE SCREEN AS NEEDED. THIS ADDRESS RECORD IS A COPY OF THE
FREIGHT ADDRESS AS IT APPEARS ON THE CURRENT NAME AND ADDRESS FILE FOR THE
SSC THAT HAS BEEN ENTERED. USE THE SAME GUIDELINES FOR CHANGING ADDRESS
LINES 1-4 AS SHOWN ON HELP SCREEN NAM9992 FOR A "MAIL/CHANGE" REQUEST.

WHEN ENTERING A "SPECIAL SHIPPING INSTRUCTIONS (SSI)/CHANGE REQUEST, THE SSC
IS A REQUIRED DATA ELEMENT. SCREEN NAM032 WILL THEN DISPLAY. NOTICE THE
MESSAGE AT THE TOP OF THE SCREEN INDICATES THE TYPE ADDRESS RECORD/ I.E.,
"CHANGE/SSI". ENTER INFO ABOUT THE ORIGINATOR AS REQUIRED - THEN - CHANGE SSI
ADDRESS RECORD DISPLAYED ON THE SCREEN. THIS ADDRESS RECORD IS A COPY OF THE
SSI INFORMATION AS IT APPEARS ON THE CURRENT NAME AND ADDRESS FILE FOR THE
SSC THAT HAS BEEN ENTERED.
PRESS [ENTER] TO CREATE RECORD. NOTICE "PROCESSED" MESSAGE ON TOP LEFT OF
SCREEN.

*** PRESS [ENTER] TO CONTINUE ***
```

FIGURE 42
CREATE ADDRESS CHANGE RECORD

4.12 HELP SCREEN - CREATE ADDRESS CHANGE RECORD (MAIL / FREIGHT / SSI DELETE) - NAM9994

```
09/01/1998      LIS - NAME AND ADDRESS CHANGE REQUEST      NAM9994
                ** HELP **                                PAGE 5 OF 5
                *** CREATE ADDRESS CHANGE RECORD ***

WHEN ENTERING A "MAIL/DELETE" REQUEST, THE SSC IS A REQUIRED DATA
ELEMENT.  SCREEN NAM034 WILL THEN DISPLAY.  NOTICE THE MESSAGE AT THE
TOP OF THE SCREEN INDICATES THE TYPE ADDRESS RECORD, I.E., "DELETE /
MAIL".  ENTER THE INFORMATION ABOUT THE ORIGINATOR AS REQUIRED, - THEN -
"CREATE" THE DELETE ACTION.  PRESSING 'ENTER' WILL DELETE ALL ADDRESS
RECORDS FOR THAT SSC (MAIL, LABEL, LABLE, FREIGHT, AND SSI).  A MESSAGE
"TRANSACTION PROCESSED, PRESS ENTER TO CONTINUE" WILL DISPLAY AT THE TOP
LEFT OF THE SCREEN.

WHEN ENTERING A "FREIGHT/DELETE" OR "SSI/DELETE" RECORD, FOLLOW THE SAME
PROCEDURES LISTED ABOVE FOR A "MAIL/DELETE" REQUEST.  EXCEPTION:
"DELETE/ALL" IS ONLY AVAILABLE ON THE "MAIL/DELETE" SCREEN.

FOR MORE INFORMATION ABOUT THE DATA ELEMENTS USED TO CREATE AN ADDRESS
CHANGE RECORD, CHOOSE OPTION 15 FROM THE HELP MENU.  ** SPECIAL NOTE **
IF THERE ARE 'PENDING' REQUISITIONS, SUCH AS BACKORDERS, THE SSC CANNOT
BE DELETED FROM THE MASTER NAME/ADDRESS FILE.  IF THIS SITUATION OCCURS,
PLEASE CONTACT JUDY GAYNOR AT 405-954-5026

                *** PRESS [ENTER] TO CONTINUE ***
```

FIGURE 43
CREATE ADDRESS CHANGE RECORD

4.13 HELP SCREEN - CREATE PUBLICATION LABEL RECORD - NAM9995

```
09/01/1998      LIS - NAME AND ADDRESS CHANGE REQUEST      NAM9995
                  *** HELP ***                               PAGE 1 OF 2
                ** CREATE PUBLICATION LABEL RECORD **

THIS OPTION ALLOWS THE USER TO "CREATE" AN ADDRESS CHANGE RECORD FOR
PUBLICATION LABELS.  THE USER MUST HAVE SECURITY LEVEL 2, 3, OR 4 TO
ACCESS THIS OPTION AND CAN ONLY SUBMIT REQUESTS FOR THEIR REGION.  THE
FOLLOWING INFORMATION IS REQUIRED.

                TYPE ADDRESS RECORD:           L = LABEL
                TYPE ACTION:                   A = ADD
                                                C - CHANGE
                                                D = DELETE

                SUPPLY SUPPORT CODE

IF THE REQUEST IS A "CHANGE OR DELETE", THE SUPPLY SUPPORT CODE (SSC)
MUST BE ENTERED.  AN SSC CANNOT BE DELETED IF THERE IS A TRANSACTION
PENDING IN LIS.  WHEN ENTERING A "NEW" LABEL RECORD, SCREEN NAM037 WILL
BE DISPLAYED.  ORIGINATOR INFORMATION IS REQUIRED, I.E. NAME OF
ORIGINATOR, ETC. - THEN NUMBER OF COPIES OF PUBLICATIONS DESIRED IN THE
FIELDS PROVIDED, I.E. , 1 COPY = "001".

(SEE NEXT PAGE FOR PUBLICATION DEFINITIONS.)

                - - - PRESS [ENTER] TO CONTINUE - - -
```

FIGURE 44
CREATE PUBLICATION LABEL RECORD

4.14 CREATE PUBLICATION LABEL RECORD - NAM9996

```
09/01/1998          LIS - NAME AND ADDRESS REQUEST          NAM9996
                    *** HELP ***                          PAGE 2 OF 2
                    ** CREATE PUBLICATION LABEL RECORD **

FIELD DEFINITIONS: 001 000 000 000 000 000

                    FIELD 1 - CATALOG MICROFICHE PUBLICATION LIST
                    FIELD 2 - RESERVED
                    FIELD 3 - CLASS 0052 PAPER COPY
                    FIELD 4 - PROJECT MATERIEL PAPER COPY
                    FIELD 5 - REQUISITION REGISTER
                    FIELD 6 - ISSAC LIST

PRESS ENTER TO CREATE THE "ADDRESS CHANGE RECORD." A MESSAGE,
"TRANSACTION PROCESSED, PRESS ENTER TO CONTINUE", WILL DISPLAY AT THE
TOP LEFT OF THE SCREEN. ESTABLISHING AN "L" RECORD DOES NOT REQUIRE
REGIONAL APPROVAL. NOTE: WHEN ENTERING A REQUEST TO "ESTABLISH" A NEW
GSA ADDRESS CODE AND THERE ARE MULTIPLE RECORDS (M,F,S,L), CHOOSE OPTION
4.

                    ... PRESS [ENTER] TO CONTINUE ...
```

FIGURE 45
CREATE PUBLICATION LABEL RECORD

4.15 HELP SCREEN - CREATE DELETE LABEL RECORD - NAM9997

```
09/01/1998          LIS - NAME AND ADDRESS CHANGE REQUEST          NAM9997
                    ***      HELP      ***                          PAGE 1 OF 1
                    ** CREATE DELETE LABEL RECORD **

WHEN ENTERING A "DELETE" LABEL RECORD, THE SSC IS A REQUIRED DATA
ELEMENT. SCREEN NAM037 WILL THEN DISPLAY. NOTICE THE MESSAGE * WARNING *
DELETE LABEL RECORD. ENTER THE INFO ABOUT THE ORIGINATOR AS REQUIRED -
THEN CREATE THE DELETE ACTION BY PRESSING ENTER. A MESSAGE "TRANSACTION
PROCESSED, PRESS ENTER TO CONTINUE" WILL DISPLAY AT THE TOP LEFT OF THE
SCREEN. IF YOU CHANGE YOUR MIND, USE "99" TO EXIT TO ADDRESS RECORD
MENU.

                    PRESS [ENTER] TO CONTINUE
```

FIGURE 46
CREATE DELETE LABEL RECORD

4.16 HELP SCREEN - REGIONAL APPROVAL - NAM999A

```
09/01/1998          LIS - NAME AND ADDRESS CHANGE REQUEST          NAM999A
                    **  HELP  **                                  PAGE 1 OF 1
                    ** REGIONAL APPROVAL **

THIS OPTION ALLOWS THE NAME AND ADDRESS REGIONAL COORDINATOR TO REVIEW,
MODIFY AND APPROVE THE ADDRESS CHANGE REQUESTS FOR HIS/HER REGION.
USERS MUST BE SEC LEVEL 3 OR 4 TO ACCESS THIS OPTION.  WHEN CHOOSING
OPTION 2, ALL THE REQUEST RECORDS AWAITING REGIONAL APPROVAL FOR THAT
COORDINATOR'S REGION WILL DISPLAY, ONE RECORD AT A TIME, IN ORDER BY
TYPE ACTION (DELETE, ADD, CHANGE).

THE COORDINATOR CAN REVIEW/MODIFY THE REQUESTS.  APPROVAL ACTION MUST BE
INITIATED BY ENTERING THE APPROVING OFFICIAL INFORMATION AND BY ENTERING
'Y' INDICATING REGIONAL APPROVAL.  SCREENS NAM013A, NAM013B, NAM013C,
NAM013D, AND NAM013S ALLOW THE N/A REGIONAL COORDINATOR TO APPROVE
REQUESTS.

IF THE APPROVING OFFICIAL REVIEWS A REQUEST AND DETERMINES THAT THE
REQUEST IS DISAPPROVED, THE ORIGINATOR OF THE REQUEST SHOULD BE NOTIFIED
OF THE DECISION AND ADVISED THAT THE REQUEST WILL BE CANCELLED.

*** PRESS [ENTER] TO CONTINUE ***
```

FIGURE 47
REGIONAL APPROVAL

4.17 HELP SCREEN - CANCEL ADDRESS REQUEST - NAM999B

```
09/01/1998          LIS - NAME AND ADDRESS CHANGE REQUEST          NAM999B
                    **  HELP  **                                  PAGE 1 OF 1
                    ** CANCEL ADDRESS REQUEST **

THIS OPTION ALLOWS THE USER TO CANCEL AN ADDRESS CHANGE REQUEST THAT IS
IN SUSPENSE PENDING REGIONAL APPROVAL OR FAALC ACTION.  USERS MUST BE
SECURITY LEVEL 3 TO ACCESS THIS OPTION; MEANING, AN ADDRESS CHANGE
REQUEST MUST BE CANCELLED BY THE NAME AND ADDRESS REGIONAL COORDINATOR.

EACH ADDRESS CHANGE REQUEST RECORD INCLUDES THE NAME AND TELEPHONE
NUMBER OF THE ORIGINATOR, THE N/A REGIONAL COORDINATOR SHOULD NOTIFY THE
ORIGINATOR THAT A SUBMITTED REQUEST IS DISAPPROVED AND IS BEING
CANCELLED - OR - THE ORIGINATOR SHOULD NOTIFY THE N/A REGIONAL
COORDINATOR IF A REQUEST IS NO LONGER VALID AND NEEDS TO BE CANCELLED.

AFTER A RECORD UPDATE ACTION HAS TAKEN PLACE BY AML-370 AND THE REQUEST
RECORD IS COMPLETED OR "PENDING GSA ASSIGNMENT" THE REQUEST CANNOT BE
CANCELLED.  THE ORIGINATOR CAN CONTACT THE AERONAUTICAL CENTER N/A
COORDINATOR IF THE REQUEST IS IN "PENDING GSA ASSIGNMENT".

*** PRESS [ENTER] TO CONTINUE ***
```

FIGURE 48
CANCEL ADDRESS REQUEST

4.18 HELP SCREEN - ESTABLISH NEW GSA ADDRESS W/MULTIPLE RECORDS - NAM999BB

```
09/01/1998      LIS - NAME AND ADDRESS CHANGE REQUEST      NAM999BB
                ** HELP **                                PAGE 1 OF 1
                ** ESTABLISH NEW GSA ADDRESS W/MULTIPLE RECORDS **

THIS OPTION ALLOWS THE USER TO "CREATE" MULTIPLE TYPE ADDRESS REQUEST RECORDS
WHEN ESTABLISHING A NEW GSA ADDRESS CODE. USERS MUST BE SECURITY LEVEL 2, 3
OR 4 TO ACCESS THIS OPTION AND CAN ONLY SUBMIT REQUESTS FOR THEIR REGION.
WHEN CHOOSING THIS OPTION, THE USER MUST ENTER A MAIL ADDRESS RECORD AND AT
LEAST ONE OF THE OTHER TYPE ADDRESS RECORDS, I.E. FREIGHT AND/OR SPECIAL
SHIPPING INSTRUCTIONS (SSI).

SCREEN NAM038 WILL DISPLAY INDICATING THE REGION CODE. THE ORIGINATOR
INFORMATION IS REQUIRED, THEN THE USER CAN ENTER THE ADDRESS RECORD
INFORMATION AS NEEDED. THE SAME EDITS APPLICABLE ON THE "ADD" SCREEN, NAM030
ADDRESS LINES 1-4 APPLY TO THESE ADDRESS RECORDS.

PRESS [ENTER] TO CREATE THE "ADD" RECORDS. A MESSAGE "TRANSACTION PROCESSED"
WILL DISPLAY AT THE TOP LEFT OF THE SCREEN INCLUDING A CONTROL #. THIS
CONTROL # WILL DISPLAY WHEN INQUIRING THESE ADDRESS RECORDS IN THE SUSPENSE
FILE AND WILL SERVE AS A MEANS OF TYING THE RECORDS TOGETHER.
                *** PRESS [ENTER] TO CONTINUE ***
```

FIGURE 49

ESTABLISH NEW GSA ADDRESS W/MULTIPLE RECORDS

4.19 HELP SCREEN - UPDATE COST CENTER - NAM999B1

```
09/01/1998          LIS - NAME ADDRESS CHANGE REQUEST          NAMM999B1
                    **          HELP          **
                    **    UPDATE COST CENTER    **

THIS OPTION ALLOWS THE USER TO UPDATE OR ADD A COST CENTER TO AN
EXISTING SUPPLY SUPPORT CODE.  USERS MUST BE SECURITY LEVEL 2, 3 OR 4 TO
ACCESS THIS OPTION AND CAN ONLY UPDATE OR ADD COST CENTERS FOR THEIR
REGION.  WHEN CHOOSING THIS OPTION, THE USER MUST ENTER A SUPPLY SUPPORT
CODE.

SCREEN NAM039, UPDATE COST CENTER, WILL DISPLAY WITH THE SUPPLY SUPPORT
CODE SELECTED -THEN- THE COST CENTER CAN BE ADDED OR MODIFIED ON THIS
SCREEN.  TO UPDATE THIS RECORD WITH THE COST CENTER ENTERED, THE USER
MUST INPUT A 'Y' IN THE REPLY FIELD AND PRESS [ENTER].  THE RECORD WILL
BE UPDATED AND WILL NOT REQUIRE REGIONAL APPROVAL.

- - - PRESS [ENTER] - - -
```

FIGURE 50
UPDATE COST CENTER

4.20 HELP SCREEN - REPORT REQUESTS - NAM999B2

```
09/01/1998          LIS - NAME AND ADDRESS CHANGE REEQUEST          NAM999B2
                    **  HELP  **                                     PAGE 1 OF 2
                    **  REPORT REQUEST  **
```

BY GSA ADDRESS - A REPORT CAN BE REQUESTED BY THE USER FOR ALL OF THE ADDRESSES IN THEIR REGION. THIS REPORT WILL BE PRINTED IN OVERNIGHT BATCH AND SENT TO THE ORIGINATOR THE NEXT DAY. A ROUTING SYMBOL IS REQUIRED SO THAT THE REPORT CAN BE SENT TO THE ORIGINATOR OF THE REQUEST.

CROSS-REF TABLE BY COST CENTER - THE USER CAN ENTER A SPECIFIC COST CENTER CODE RANGE TO DISPLAY ONLY THOSE COST CENTERS. THEY CAN ALSO LIST ALL COST CENTERS FOR THEIR REGION AND PRINT OUT A REPORT BY USING OPTION 20. IF THE REPORT EXCEEDS 15 PAGES, IT WILL SPECIFY THAT AND WILL DEFAULT TO A BATCH PRINT FOR THAT EVENING AND SENT TO THE ORIGINATOR THE NEXT DAY.

- - - PRESS [ENTER] TO CONTINUE - - -

FIGURE 51
REPORT REQUESTS

4.21 HELP SCREEN - REPORT REQUESTS - NAM999B3

09/01/1998	LIS - NAME AND ADDRESS CHANGE REEQUEST	NAM999B3
	** HELP **	PAGE 2 OF 2
	** REPORT REQUEST **	

CROSS-REF TABLE BY CITY - THE USER CAN REQUEST CITIES FOR THEIR REGION BY ENTERING A CITY RANGE ON THE PREVIOUS SCREEN. THEY CAN ALSO LIST ALL CITIES FOR THEIR REGION AND PRINT OUT A REPORT BY USING OPTION 20. IF THE REPORT EXCEEDS 15 PAGES, IT WILL SPECIFY THAT AND WILL DEFAULT TO A BATCH PRINT FOR THAT EVENING AND SENT THE THE NEXT DAY.

RECAP/CANCEL - A SUSPENSE IS AVAILABLE TO DISPLAY THE REPORT REQUESTS. IT WILL DISPLAY THE TIME IT WAS SUBMITTED AND IF THE COMPLETE REPORT IS REQUESTED, IT WILL DISPLAY AN "R". IF THE REPORT REQUEST NEEDS TO BE CANCELLED, IT CAN BE DONE BEFORE THAT EVENING. TO CANCEL A REQUEST, MARK AN "X" ON THE LEFT HAND SIDE OF THE REQUEST.

- - - PRESS [ENTER] TO CONTINUE - - -

FIGURE 52
REPORT REQUESTS

5.0 HELP SCREENS - DATA ELEMENTS

```

09/01/1998          LIS - NAME AND ADDRESS REQUEST          NAM999C
                   ** DATA ELEMENT HELP **                PAGE 1 OF 1

THE FOLLOWING MENU PROVIDES ACCESS TO INFORMATION ABOUT THE DATA
ELEMENTS USED IN THE NAME AND ADDRESS CHANGE REQUEST.

THERE IS A DEFINITION OF THE DATA ELEMENT, ALONG WITH AN EXPLANATION OF
THE EDITS PLACED ON THE ELEMENT.

CHOOSE THE OPTION LISTED FOR THE DATA ELEMENT YOU WISH TO INQUIRE.

OPT  DATA ELEMENT          OPT  DATA ELEMENT          OPT  DATA ELEMENT
 1 - APPROVING OFFICIAL    4 - COST CENTER          6 - STATE
 1 - ADDRESS LINE 1        4 - FACILITY/VENDOR TEL  6 - SUPPLY SUPPORT CD
 2 - ADDRESS LINE 2        5 - GSA ADDRESS          7 - TEL EXTENSION
 3 - ADDRESS LINE 3        5 - OFFICE                7 - TELEPHONE
 3 - ADDRESS LINE 4        5 - ORIGINATOR           7 - VENDOR NAME
 3 - CITY                  5 - REGION                7 - ZIP CODE
 4 - CONTROL #             6 - REGION-OFFICE        7 - ZIP CODE AREA

                        ENTER OPTION OR
                    <88> TO RETURN TO HELP MENU OR  <99> TO RETURN TO N/A HELP MENU
                        OPTION:  __

```

FIGURE 53
DATA ELEMENT HELP

5.1 HELP SCREEN - NAM999D

09/01/1998	LIS - NAME AND ADDRESS CHANGE REQUEST ** DATA ELEMENT HELP **	NAM999D PAGE 1 OF 1
------------	--	------------------------

APPROVING
OFFICIAL

NAME OF OFFICIAL WITH THE AUTHORITY TO APPROVE A NAME AND ADDRESS CHANGE REQUEST. APPROVAL: IT IS A 20-POSITION ALPHA/NUMERIC FIELD AND IS A REQUIRED DATA ELEMENT ON SCREENS NAM013A, NAM013B , NAM013C AND NAM013S. THE DESIGNATED NAME AND ADDRESS COORDINATOR IN EACH REGION WILL BE THE APPROVING OFFICIAL ON ALL NAME AND ADDRESS CHANGE REQUESTS SUBMITTED. APPROVAL AUTHORITY IS CONTROLLED BY SECURITY LEVEL. CHOOSE HELP SCREEN 16 FROM THE HELP MENU FOR SECURITY LEVEL DEFINITIONS.

ADDRESS LINE 1: THIS IS THE FIRST LINE OF THE 4 LINE SUPPLY SUPPORT CODE ADDRESS. IT IS A 35- POSITION ALPHA/NUMERIC FIELD AND IS A REQUIRED DATA ELEMENT. WHEN SUBMITTING A REQUEST TO "ADD" A NEW MAIL ADDRESS CODE, ONLY 28 CHARACTERS WILL BE ACCEPTED. REASON: POSITIONS 1-6 WILL BE THE GSA ADDRESS CODE.

--- PRESS [ENTER] TO CONTINUE ---

FIGURE 54
DATA ELEMENT HELP

5.2 HELP SCREEN - NAM999E

```
09/01/1998      LIS - NAME AND ADDRESS CHANGE REQUEST      NAM999E
                ** DATA ELEMENT HELP **                  PAGE 1 OF 1

ADDRESS LINE 2:  THIS IS THE SECOND LINE OF THE 4 LINE SUPPLY SUPPORT
                  CODE ADDRESS. IT IS A 35- POSITION ALPHA/NUMERIC FIELD
                  AND IS A REQUIRED DATA ELEMENT.  THE FIELD IS CLEAR
                  TEXT AND UP TO 35 CHARACTERS CAN BE ENTERED.  LINE 2 IS
                  USUALLY THE NAME OF THE LOCATION OF THE ADDRESS, I.E.
                  AIRWAY FACILITIES SECTOR FIELD OFFICE.

ADDRESS LINE 3:  THIS THE THIRD LINE OF THE 4 LINE SUPPLY SUPPORT CODE
                  ADDRESS.  IT IS A 35- POSITION ALPHA/NUMERIC FIELD AND
                  IS A REQUIRED DATA ELEMENT.  THE FIELD IS CLEAR TEXT
                  AND UP TO 34 CHARACTERS CAN BE ENTERED.  POSITION 35 IS
                  RESERVED FOR THE TYPE ADDRESS CODE (A=ALL PURPOSE,
                  M=MAIL).  LINE 3 SHOULD BE USED FOR THE STREET /P.O.
                  BOX ADDRESS.

                -- PRESS [ENTER] TO CONTINUE --
```

FIGURE 55
DATA ELEMENT HELP

5.3 HELP SCREEN - NAM999F

```
09/01/1998      LIS - NAME AND ADDRESS CHANGE REQUEST      NAM999F
                ** DATA ELEMENT HELP **                  PAGE 1 OF 1

ADDRESS LINE 4: THIS IS A FOURTH LINE OF THE 4 LINE SUPPLY SUPPORT CODE
                ADDRESS.  20 CHARACTERS ARE ALLOWED FOR THE CITY.  TWO
                DIGIT STATE ABBREVIATION AND NINE-DIGIT ZIP CODE ARE
                REQUIRED

CITY :          THIS IS THE NAME OF THE CITY WHEN INQUIRING BY REGION
                /CITY UNDER PERFORM RESEARCH (NAM010).  IT IS A 12-
                POSITION ALPHA/NUMERIC FIELD AND IS A REQUIRED DATA
                ELEMENT WHEN CHOOSING OPTIONS 2 OR 4 ON THE PERFORM
                RESEARCH SUBMENU.  THE FIELD IS CLEAR TEXT AND AT LEAST
                4 CHARACTERS OF THE CITY NAME MUST BE ENTERED AS THE
                SEARCH CRITERIA.  SPECIAL CHARACTERS ACCEPTED ARE:
                BLANKS, PERIODS, COMMAS, OR DASHES.

                - - - PRESS [ENTER] TO CONTINUE - - -
```

FIGURE 56
DATA HELP ELEMENT

5.4 HELP SCREEN - NAM999G

```
09/01/1998      LIS - NAME AND ADDRESS CHANGE REQUEST      NAM999G
                ** DATA ELEMENT HELP **                  PAGE 1 OF 1

CONTROL #:      THIS IS THE "MULTIPLE N/A RECORD CONTROL #" THAT IS
                ASSIGNED TO MULTIPLE ADDRESS RECORD ENTRIES ON SCREEN
                NAM038.  A 6 - POSITION NUMERIC FIELD - -"DISPLAY" ONLY.
                THIS CONTROL # TIES MULTIPLE ADDRESS REQUEST RECORDS
                TOGETHER.  IT DISPLAYS ON SCREEN NAM038 WITH THE
                "TRANSACTION PROCESS" MSG AND ON THE SUSPENSE FILE.

COST CENTER:    THIS IS THE CODE INDICATING THE OFFICE THAT MATERIEL IS
                BEING CHARGED.  IT IS A 6-POSITION ALPHA-NUMERIC FIELD AND
                IS A REQUIRED DATA ELEMENT WITH THE EXCEPTION OF REGION Y
                AND V.

FACILITY
VENDOR:        THIS IS THE TELEPHONE NUMBER OF THE FACILITY REQUESTING
TELEPHONE      THE SSC ADD OR CHANGE.  IT IS A 10-POSITION ALPHA/NUMERIC
                FIELD AND IS A REQUIRED DATA ELEMENT ON SCREENS NAM030,
                NAM032, AND NAM038.  POSTIONS 1-3 SHOULD BE THE AREA CODE,
                POSITIONS 4-6 SHOULD BE THE PREFIX AND POSITIONS 7-10 THE
                EXTENSION.

                - - PRESS [ENTER] TO CONTINUE- -
```

FIGURE 57
DATA ELEMENT HELP

5.5 HELP SCREEN - NAM999H

```
09/01/1998          LIS - NAME AND ADDRESS CHANGE REQUEST          NAM999H
                    ** DATA ELEMENT HELP **                      PAGE 1 OF 1

GSA ADDRESS: THIS CODE IS ASSIGNED BY GSA & IDENTIFIES THE ORDERING OFFICE.
              IT IS A 6 - POS FIELD & IS A REQUIRED DATA ELEMENT WHEN CHOOSING
              OPT 3 ON PERFORM/RESEARCH MENU (NAM010) POS 1-2 = ORDERING
              AGENCY (ALL FAA ORDERING OFCS ARE '69'. POS 3-4 = STATE CODE OR
              OVERSEAS GEOGRAPHIC LOCATION, POS 5-6 = ORDERING OFC WITHIN EACH
              STATE.

OFFICE:      THIS IS THE RTG SYMBOL OF THE PERSON ORIGINATING A N/A ADDRESS
              CHANGE REQUEST. IT IS A 7-POS A/N FIELD & IS A REQUIRED DATA
              ELEMENT ON SCREENS NAM015, NAM016, NAM018, NAM030, NAM030S,
              NAM032, NAM032S, NAM034, NAM037, & NAM038.

ORIGINATOR: THIS IS THE NAME OF THE PERSON SUBMITTING AN ADDRESS CHANGE
              RECORD IT IS A 20-POS A/N FIELD AND IS A REQUIRED DATA ELEMENT
              ON SCREENS NAM015, NAM016, NAM018, NAM030, NAM030S, NAM032,
              NAM032S, NAM034, NAM037, & NAM038.

REGION:     THIS CODE INDICATES THE REGION. IT IS A 1-POS ALPHA/NUMERIC
              FIELD AND IS A REQUIRED DATA ELEMENT WHEN CHOOSING 'INQUIRE BY
              REGION/CITY ON THE PERFORM RESEARCH SUBMENU (NAM010).
              - - PRESS [ENTER] TO CONTINUE - -
```

FIGURE 58
DATA ELEMENT HELP

5.6 HELP SCREEN - NAM999J

09/01/1998	LIS - NAME AND ADDRESS CHANGE REQUEST	NAM999J
	** DATA ELEMENT HELP **	PAGE 1 OF 1
REGION OFFICE:	THIS IS THE ROUTING SYMBOL OF THE REGIONAL APPROVING OFFICE:OFFICIAL NAME AND ADDRESS CHANGE REQUESTS. IT IS A 7-POSITION ALPHA/NUMERIC FIELD AND IS A REQUIRED DATA ELEMENT ON SCREENS NAM013A, NAM013B, NAM013C, NAM013D, NAM013S & NAM020.	
STATE:	THIS IS THE US POST OFFICE 2 CHARACTERS ABBREVIATION FOR A STATE. IT IS A TWO ALPHA FIELD AND IS A REQUIRED DATA ELEMENT ON LINE 4 OF THE SUPPLY SUPPORT CODE.	
SUPPLY SUPPORT CODE (SSC)	THIS IS THE IDENTIFICATION CODE OF THE ORDERING OFFICE. IT IS A 9-CODE POSITION ALPHA/NUMERIC FIELD AND IS A REQUIRED DATA ELEMENT. FOR THE PURPOSE OF THE NAME AND ADDRESS CHANGE REQUEST ONLY POSITIONS 1-7 ARE NEEDED WHEN CHOOSING TO INQUIRE BY SSC ON THE PERFORM RESEARCH SUBMENU (NAM010) OR WHEN SUBMITTING A CHANGE OR DELETE REQUEST ON THE ADDRESS CHANGE RECORD (NAM013) (NAM013). POSITION 1 REFLECTS THE REGION, POSITIONS 2-7 REFLECT THE GSA ADDRESS. POSITIONS 8-9 REFLECT THE INVENTORY LOCATION AND IN DISPLAYED AS PART OF THE SSC ON REGION Y AND V ADDRESSES.	
	- - PRESS [ENTER] TO CONTINUE - - -	

FIGURE 59
DATA ELEMENT HELP

5.7 HELP SCREEN - NAM99K

09/01/1998	LIS - NAME AND ADDRESS CHANGE REQUEST	NAM999K
	** DATA ELEMENT HELP **	PAGE 1 OF 1
TEL EXTENSION	THIS IS THE EXTENSION FOR THE ORIGINATOR OF A VENDOR ADDRESS CHANGE REQUEST. IT IS A FOUR POSITION NUMERIC FIELD WITH THE PREFIX '4' HARDCODED. IT IS A REQUIRED FIELD ON SCREENS NAM015, NAM016, AND NAM018.	
TELEPHONE	TELEPHONE NBR OF THE ORIGINATOR OF A N/A CHANGE REQUEST. 10 POSITION ALPHA/NUMERIC FIELD. POSITIONS 1-3 IS AREA CODE, POSITIONS 4-6 THE PREFIX AND POSITIONS 7-10 THE EXTENSION.	
VENDOR NAME	NAME OF THE COMPANY ASSOCIATED WITH THE VENDOR ADDRESS.	
ZIP CODE:	THIS IS THE US POSTAL OFFICE ZIP CODE. IT IS A 5-POSITION NUMERIC FIELD AND IS A REQUIRED DATA ELEMENT ON LINE 4 OF THE NAME AND ADDRESS RECORD.	
ZIP CODE AREA	THIS A FOUR DIGIT CODE IDENTIFYING CITY BLOCKS, RURAL ROUTES, POST OFFICE BOXES, INDIVIDUAL BUILDINGS, FIRMS AND FLOORS WITHIN BUILDINGS.	
	- - - PRESS [ENTER] TO CONTINUE - - -	

FIGURE 60
DATA ELEMENT HELP

5.8 HELP SCREEN - NAM999L

```
09/01/1998      LIS - NAME AND ADDRESS CHANGE REQUEST      NAM999L
                ***      HELP      ***
                **      SECURITY LEVELS      **

THE FOLLOWING SECURITY LEVELS HAVE BEEN ESTABLISHED FOR THE NAME AND
ADDRESS CHANGE REQUEST.

SECURITY LEVEL 1 - INQUIRY ONLY.  PROVIDES ACCESS TO ALL N/A INQUIRY
                    OPTIONS.  SECURITY LEVEL 1 CANNOT UPDATE THE DATABASE.

SECURITY LEVEL 2 - INQUIRY AND DATA ENTRY AT THE FIELD LEVEL.  ALLOWS
                    ACCESS TO ALL N/A FILES WITH NO UPDATE CAPABILITY.

SECURITY LEVEL 3 - INQUIRY AND DATA ENTRY AT THE REGION LEVEL.  ALLOWS
                    ACCESS TO ALL N/A FILED AND REGIONAL APPROVAL UPDATES.

SECURITY LEVEL 4 - PROVIDES ACCESS TO ALL SECURITY LEVELS.  ALSO ALLOWS
                    FULL UPDATE AND MAINTENANCE CAPABILITY TO N/A
                    DATABASE.

SECURITY LEVEL 5 - PROVIDES ACCESS TO VENDOR ADDRESSES FOR FULL UPDATE,
                    MAINTENANCE AND INQUIRY.  REPORT CAPABILITY FOR REGION
                    V.

- - -      PRESS [ENTER] TO CONTINUE      - - -
```

FIGURE 61
SECURITY LEVELS

6.0 NAME AND ADDRESS REGIONAL COORDINATORS (PAGE 1) - NAM999N

REGION CD	REGION/CENTER	COORDINATOR NAME	TELEPHONE NUMBER
A	AERONAUTICAL CENTER	JUDY GAYNOR	8-405-954-5026
C	GREAT LAKES	GERALD P. ROMANIAK	8-847-294-7083
		CHARLES CHAMBERS	8-847-294-7264
E	NEW ENGLAND	ANA ZARBA	8-617-238-7678
F	OFC OF AVIATION SYS STND	BEVERLY BAKER	8-405-954-3737
N	TECHNICAL CENTER	GEORGE KURTZ	8-609-485-4413
S	NORTHWEST MOUNTAIN	CINDY BOWMAN	8-253-227-2834
		BRENDA MILLER	8-253-227-2859
W	WASHINGTON HDQRS	ED DENNING	8-202-267-3802
		DEBBIE HILL	8-202-267-8841

- - - PRESS [ENTER] TO CONTINUE - - -

FIGURE 62
NAME/ADDRESS REGIONAL COORDINATORS

6.1 HELP SCREEN - NAM999M

9/01/1998	LIS - NAME AND ADDRESS REQUEST	NAM999N	
** HELP **		PAGE 2 OF 2	
** NAME AND ADDRESS REGIONAL COORDINATORS **			
<u>REGION CD</u>	<u>REGION/CENTER</u>	<u>COORDINATOR NAME</u>	<u>TELEPHONE</u>
<u>NUMBER</u>			
Y	OTHER GOVERNMENT AGENCIES	SHELLY LOWE	8-405-954-1409
1	EASTERN	JUANIA OTERO	8-718-553-4982
		PATTY O'SULLIVAN	8-718-553-4987
2	SOUTHWEST	CARMELLA NEWBERRY	8-817-222-4383
		JOY SHILLING	8-817-222-4381
3	CENTRAL	BETH NEU	8-816-426-2573
4	WESTERN-PACIFIC	JANICE FIFIA	8-310-725-7519
		FLORENCE PLACENCIA	8-310-725-7520
5	ALASKAN	JOHN YOUNG	8-907-271-5384
7	SOUTHERN	STEVEN HOLBROOK	8-404-305-5754
- - PRESS [ENTER] TO CONTINUE - -			

FIGURE 63
NAME / ADDRESS REGIONAL COORDINATORS

7.0 HELP SCREEN - GLOSSARY

```
09/01/1998      LIS - NAME AND ADDRESS CHANGE REQUEST      NAM999P
                ** HELP **                                PAGE 1 OF 2
                *** GLOSSARY ***

FOR THE PURPOSE OF USING THE NAME AND ADDRESS CHANGE REQUEST SYSTEM, THE
DEFINITIONS LISTED BELOW ARE APPLICABLE:

ADD:           THIS IS ONE OF THREE TYPE ACTIONS AVAILABLE IN CREATING AN
                ADDRESS CHANGE REQUEST.  WHEN CHOOSING A "ADD" TYPE ACTION,
                THERE IS NOT AN ADDRESS RECORD ALREADY ESTABLISHED FOR THE TYPE
                RECORD YOU WISH TO CREATE, E.G. IF A MAIL ADDRESS RECORD IS
                ESTABLISHED AND YOU WISH TO "ADD" A FREIGHT ADDRESS RECORD,
                THERE IS NOT A FREIGHT ADDRESS RECORD ALREADY ESTABLISHED.

CHANGE:       THIS IS ONE OF THREE TYPE ACTIONS AVAILABLE IN CREATING AN
                ADDRESS CHANGE REQUEST.  A "CHANGE" ACTION SHOULD BE USED WHEN
                CHANGING THE INFORMATION ALREADY ESTABLISHED OR WHEN ADDING
                INFORMATION TO AN ADDRESS RECORD THAT IS ALREADY ESTABLISHED.

                - - PRESS [ENTER] TO CONTINUE - -
```

FIGURE 64
GLOSSARY

7.1 HELP SCREEN - GLOSSARY (PAGE 2) - NAM999G

```
09/01/1998      LIS - NAME AND ADDRESS CHANGE REQUEST      NAM999Q
                ** HELP **                                Page 2 of 2
                *** GLOSSARY ***

DELETE  THIS IS ONE OF THREE TYPE ACTIONS AVAILABLE IN CREATING AN
        ADDRESS CHANGE REQUEST.  WHEN CHOOSING A "DELETE" TYPE ACTION,
        YOU ARE REQUESTING THAT THE ADDRESS RECORD IDENTIFIED BE
        DELETED FROM THE CURRENT NAME AND ADDRESS FILE.
```

FIGURE 65
GLOSSARY



THIS USER GUIDE HAS BEEN PREPARED BY THE
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