

AIR FORCE GUIDE

TO

PROCESSING

MASS AWARD
UPLOAD/UPDATE PROCESSES

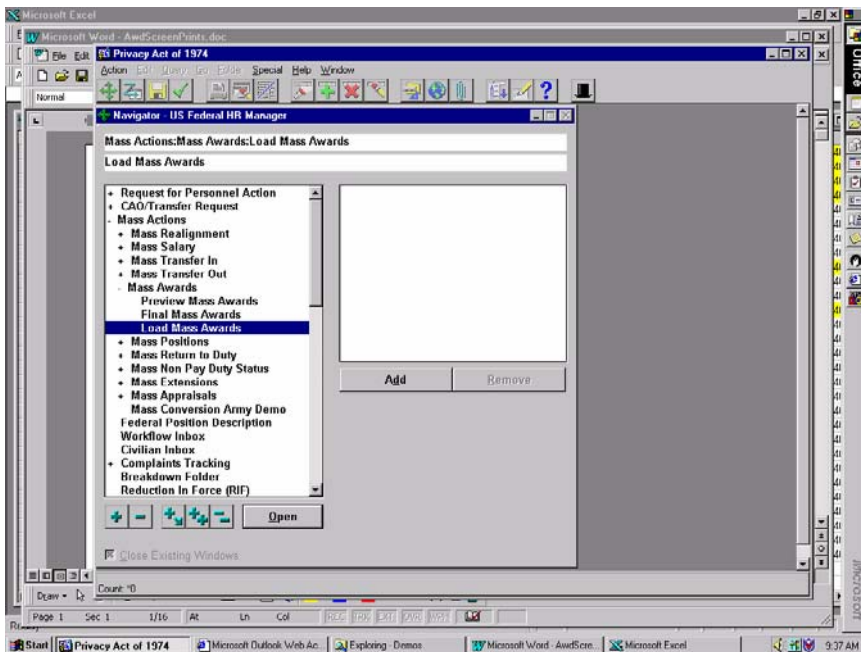
05 MAY 2002
(Last Update 22 May 2002)

AF-DP/PCRC

Mass Award Upload/Update Processes

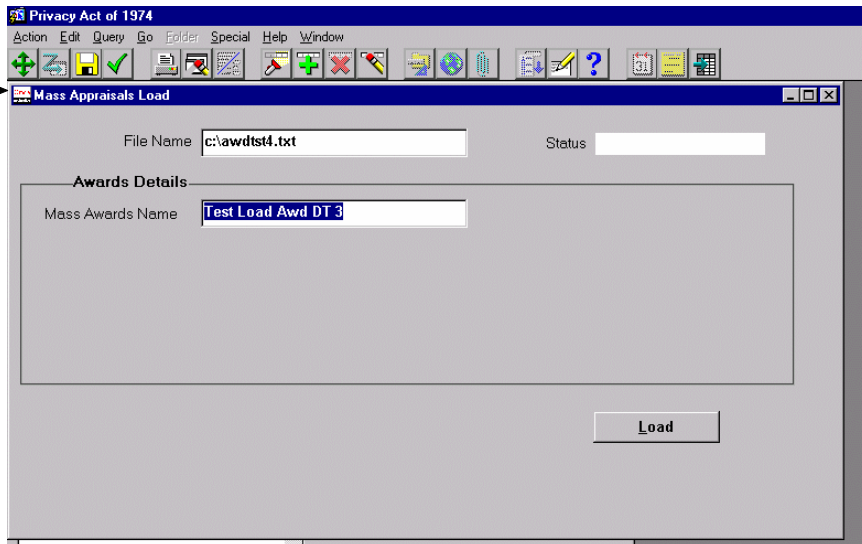
This document outlines the steps to be taken to update award information using the 'Load Mass Awards' process in conjunction with the Preview Mass Awards and/or Final Mass Awards processes. **Note:** All records on an individual ASCII file must have the same Nature of Action, Effective Date, Award Agency and Award Type. For Performance Awards, the file may contain a mixture of awards based on a percentage and awards based on a flat dollar amount.

1. Copy the file containing the award transactions to your hard drive noting the subdirectory you are placing it in. The award file must be in the **exact** format as specified in **Figure 1** of this document. Note: Insure there are no blank lines at the bottom of the file before loading the file.
2. Log into modern DCPDS as a CIVDOD PERSONNELIST.
3. Click on "Mass Actions" then "Mass Awards" and finally "Load Mass Awards"

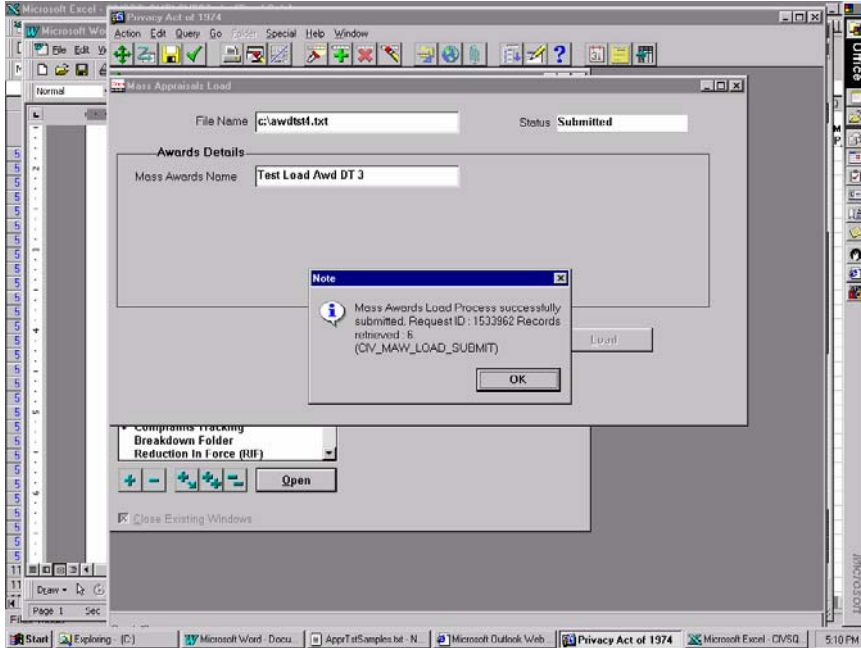


4. Under "File Name" you will need to type in the complete path to your award file on your hard drive (e.g., c:\awdtst4.txt). The name of the file and subdirectories must be in the standard DOS format; therefore, please be sure that they do not exceed 8 characters. Be sure to include the file extension also in your path.
5. Provide a unique name for the "Mass Awards Name". Make a note of the name you type in as you will use it later in the Final Mass Awards process. *(Note: A different name must be used for each file loaded. Also suggest for tracking and research purposes that you include your CPF-ID in the name.)*

Screen Title is incorrect as it should read "Mass Awards Load" PR Submitted



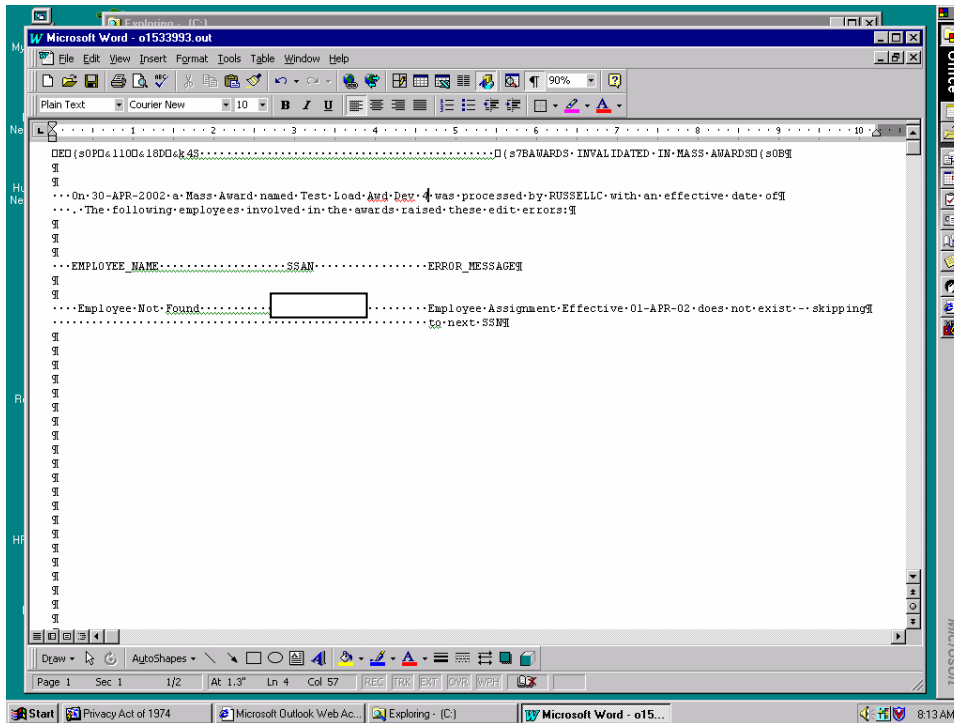
6. Save the record by clicking on the Floppy Icon on the top line menu.
7. Click on the “Load” button in the lower right corner of the screen.
8. Once the load process has completed, you will receive a pop-up message providing you with the Request ID number and the number of records that processed.



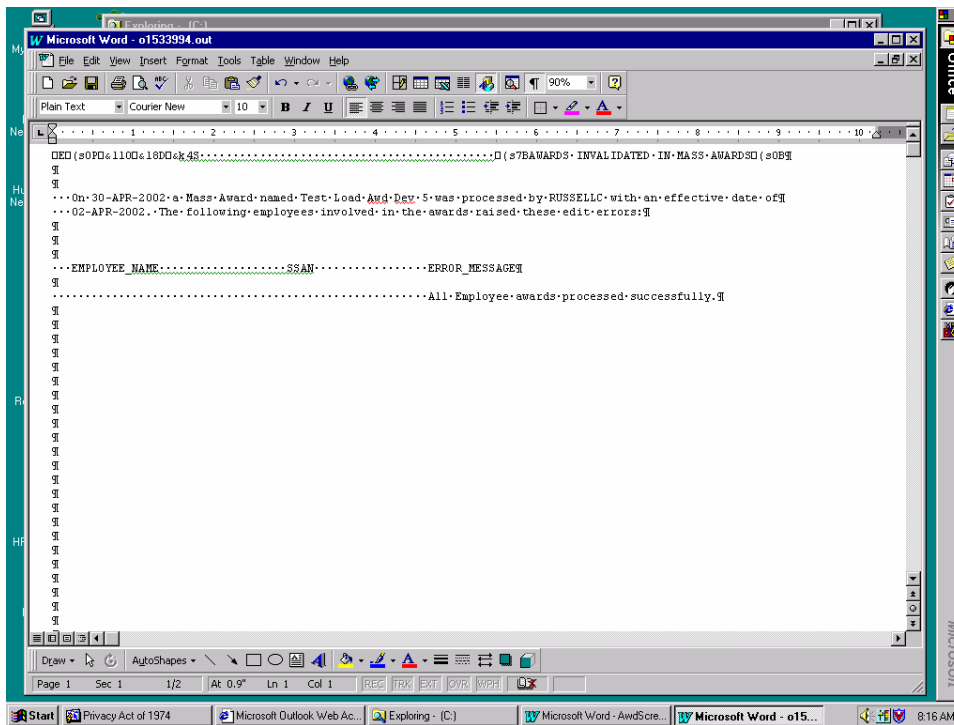
9. At this point, select “Help” from the top line menu and select “View My Requests” to check the status of the load process. Hit F8 to re-query checking for the “Phase” to reflect “Completed” for the Start Automatic Mass Awards Load Process entry. The Mass Awards(CIVMAW) entries are reports generated to assist you in quality checking the process. *(Depending on how many organizations you have in your file and system performance, this may take a little time. When your original job ID (Start Automatic Mass Awards Load Process) says “completed”, all requests are completed. If the entries in your file are not in the exact format as specified in Figure 1 of this document, the Phase will indicate “Completed” but the Status will indicate “Error”. You will then need to fix your file and reload.)*

Request ID	Phase	Status	Program Name	Parameters
1533963	Completed	Normal	Mass Awards(CIVMAW)	1674
1533962	Completed	Normal	Start Automatic Mass Awar	316, Test Load Awd DT 3
1533955	Completed	Error	Initiate Process Future Date	
1533954	Completed	Normal	Mass Awards(CIVMAW)	1669
1533953	Completed	Normal	Start Automatic Mass Awar	1669, FINAL
1533950	Completed	Normal	Mass Awards(CIVMAW)	1669
1533949	Completed	Normal	Start Automatic Mass Awar	301, Test Load Awd DT 2
1533923	Completed	Normal	Mass Awards(CIVMAW)	1641
1533922	Completed	Error	Start Automatic Mass Awar	204, Test Load Awd Dev 4
1533921	Completed	Normal	Mass Appraisals(CIVMAP)	1149
1533919	Completed	Normal	Mass Awards(CIVMAW)	1637
1533918	Completed	Normal	Mass Awards(CIVMAW)	1636
1533915	Completed	Normal	Mass Awards(CIVMAW)	1635
1533914	Completed	Error	Start Automatic Mass Awar	199, Test Load Awd Dev 3

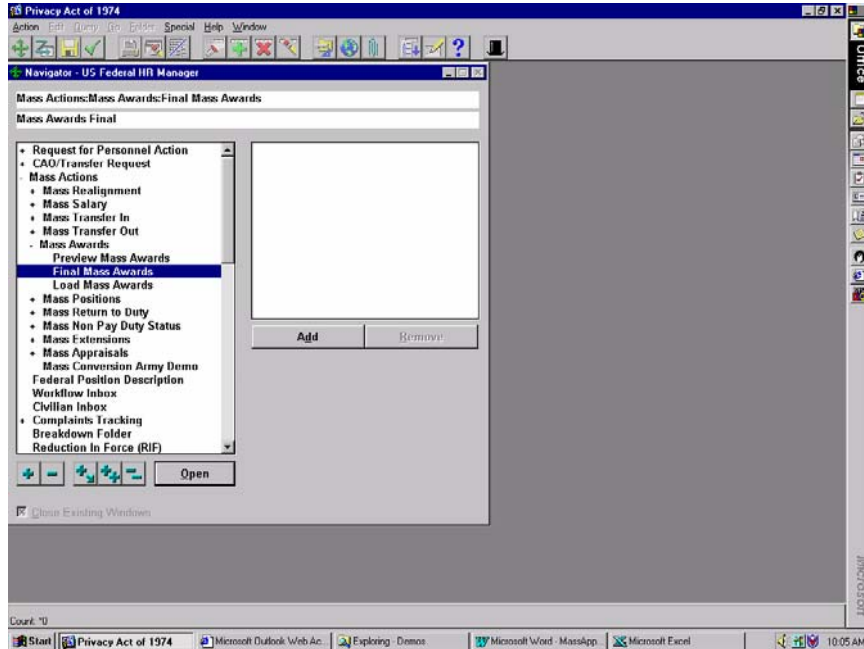
- Click on the Report button to review the reports generated (*Program Name will display as Mass Awards (CIVMAW)*). The first report generated will list all records that failed to load with an explanation of why they failed (i.e., the employee did not have an assignment as of the effective date of the award). You will also receive a report for each Organization that is represented in your ASCII file indicating successful loading of the records. (*NOTE: Use the "Request Log" button or the "Diagnostics" button to view your "Start Automatic Mass Awards Load Process" as this is not a Report.*)



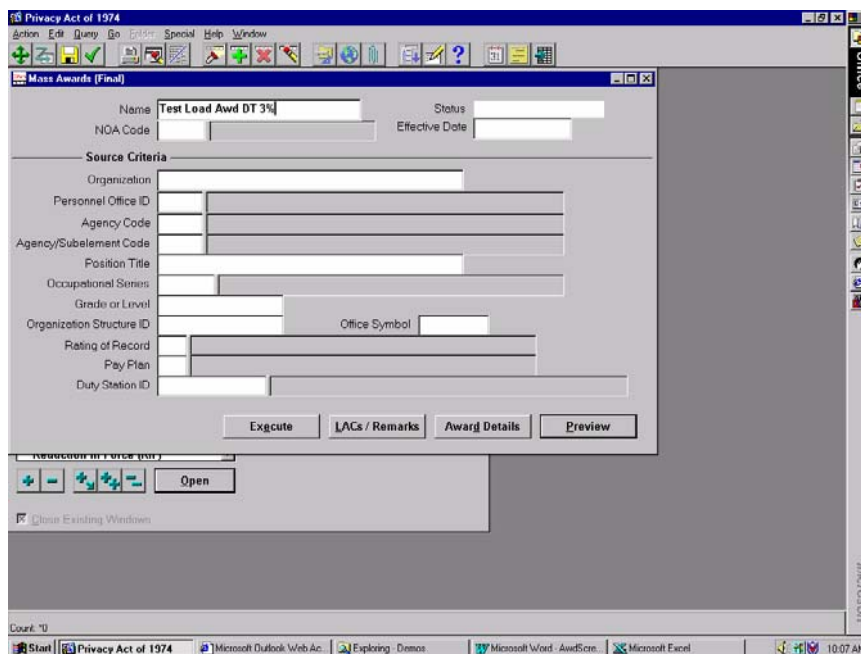
- Sample report indicating successful load:



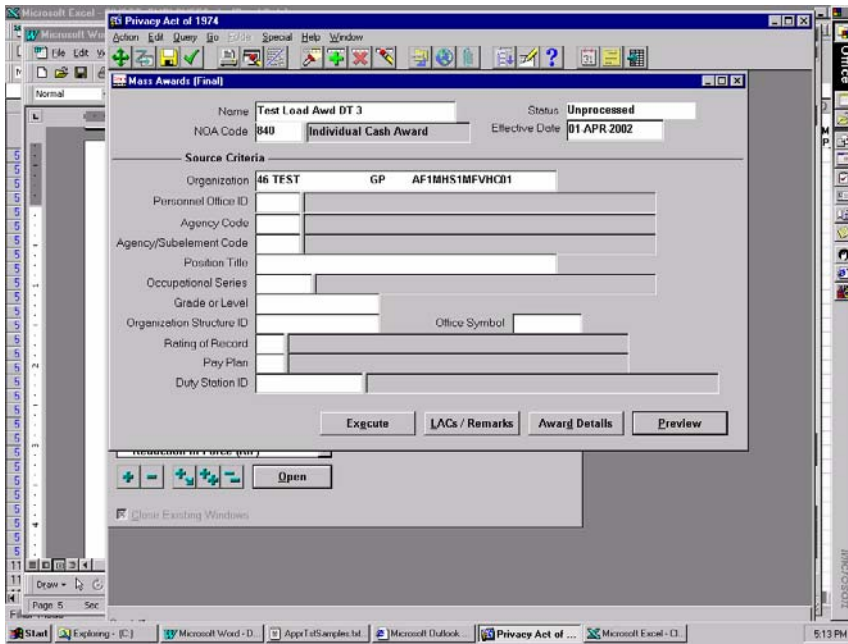
12. To update the awards, click on “Final Mass Awards” from the Navigation window. *NOTE: Insure that the “Phase” reflects “Completed” for your “Start Automatic Mass Awards Load Process” entry before proceeding with these steps.*



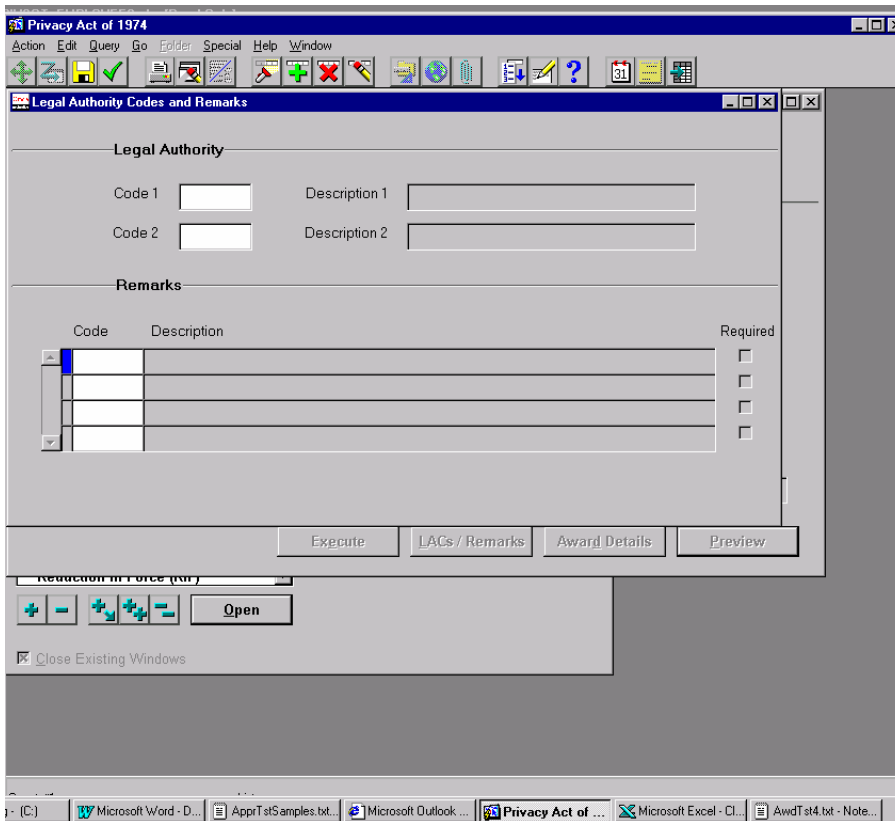
13. When the form comes up, hit F7 and then type in the “Mass Awards Name” you provided in step 5 above followed by the wildcard character (%) and hit F8 to execute the query. If your upload file contains employees from different Organizations, the system will append a number after the name you provided in step 5 above for each of the various Organizations (i.e., “Test Load Awd DT 3% (Org 1)”, “Test Load Awd DT 3% (Org 2)”, etc.). By adding the % sign after the name, you are assured of finding all organizations that require award processing as a result of your upload. The following steps will need to be followed for each *different* organization (*Org #*) created; i.e., *Preview and Execute for each (Org #) created.* (Note: Use the down/up arrows to navigate between the Names; i.e., “XXXXXXXX (Org 1)”, “XXXXXXXX (Org 2), etc. where XXXXXXXX equals the Mass Award Name you provided in step 5.



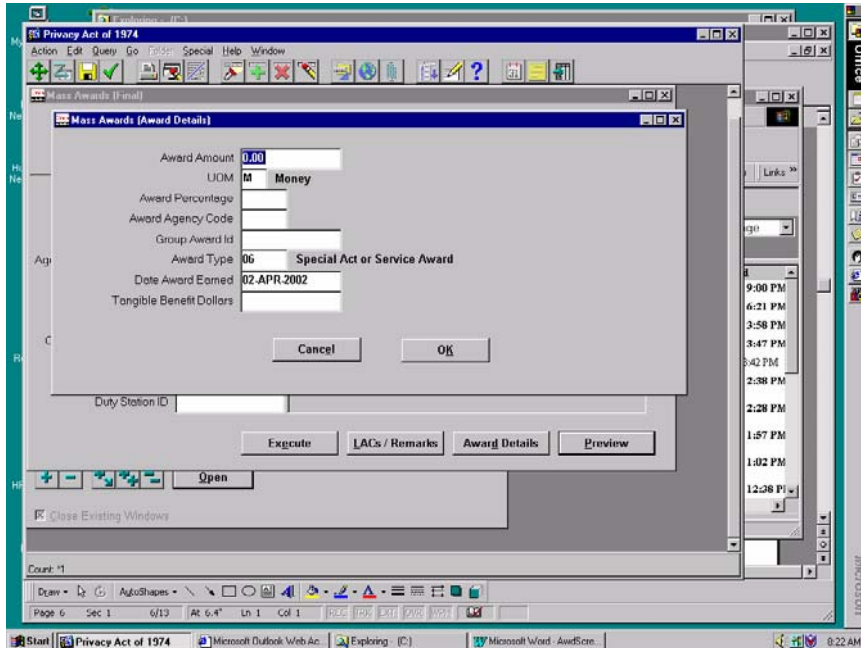
14. **CAUTION:** Do not make any changes to the form shown below. Doing so would impact your selection criteria.



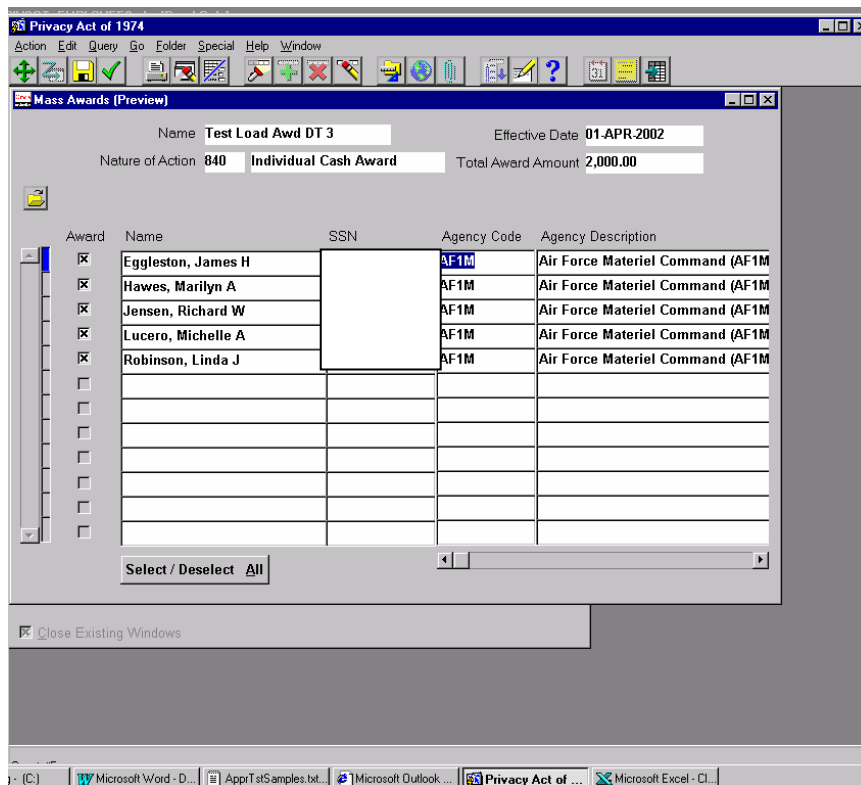
15. Click the LACs/Remarks button *only if required to enter a LAC or remark*. The Legal Authority Codes and Remarks Window is displayed. Any remarks saved on this window will apply globally to all records selected. Once your changes are complete, click Save on the Toolbar and exit the window.

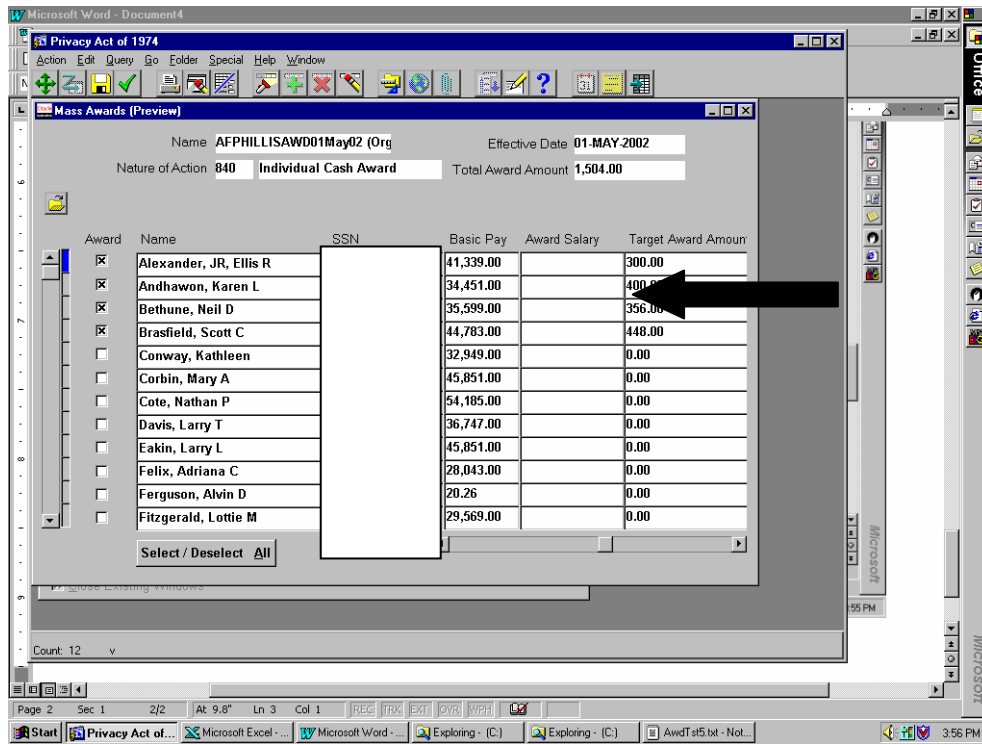


16. **CAUTION:** Do not make changes to the Awards Details screen. Doing so will override the data retrieved from you ASCII file.

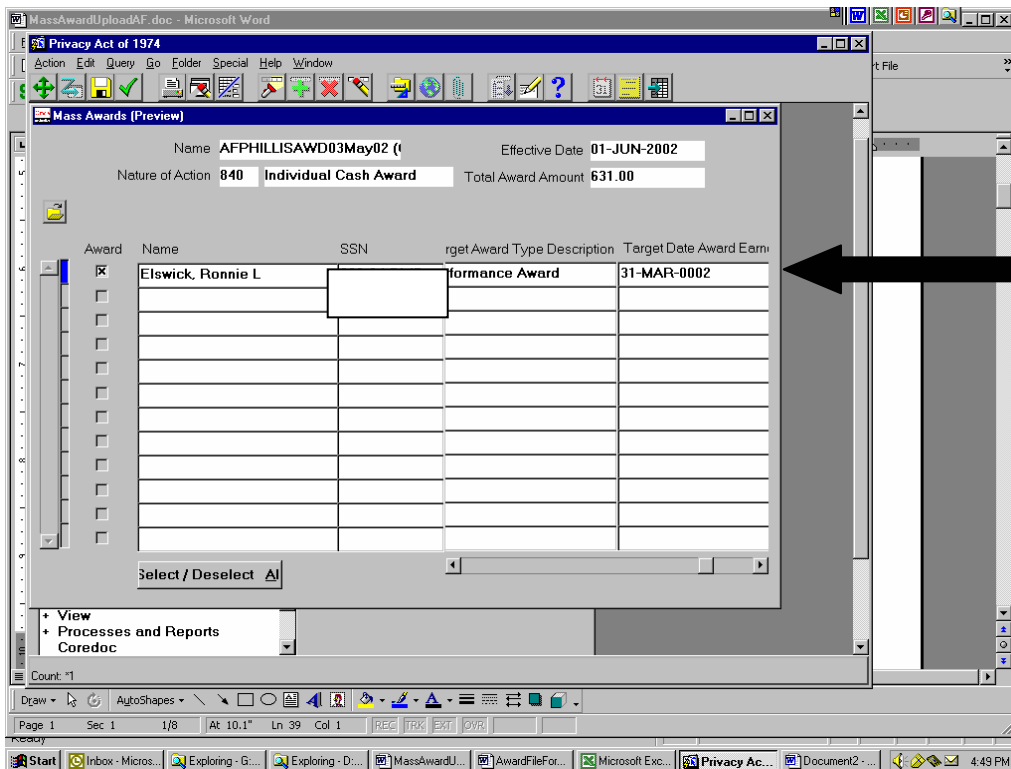


17. Click the Preview button to review the records. To quickly identify all records selected for update, hit F7 to place you in query mode, click the 'X' under the Awards column to deselect it and then re-click it to select it again. Hit F8 to execute the query. Your list will only have employees who were included in the load process.





The Award Salary is *now being displayed on this Mass Awards (Preview) Screen.* This was fixed in Patch 34.3.



The YYYY for the Target Date Award Earned is currently being displayed as 0002 rather than 2002. However, this does not affect the process as DCPDS overlays this using the Effective Date of the Award.

PR Submitted.

18. To correct the dollar amount if required, place your cursor in the Target Award Amount data field and substitute the desired dollar amount. **Note:** The system deletes the information in the Target Award Percentage data field when the dollar amount is input.
19. Once your changes are complete, click Save on the Toolbar and exit the window. Click the Execute button to initiate the RPAs. A Message Box displays and says “Mass Awards Final Process successfully submitted.” Click OK. Note: Once you

actions, *normally referred to as the "WGI In-Box."* The Process Log for Futures must be examined for rejects by the designated personnel in your office (*AFPC/DPCXO*).

Figure 1. AWARD ASCII File Record Layout

Maximum Field Length	Value
11	SSN (Format 999-99-9999)
	Comma Delimiter
11	AWARD_EFFECTIVE_DATE (Format: DD-MMM-YYYY)
	Comma Delimiter
3	NOA_CODE
	Comma Delimiter
5	AWARD_AMOUNT
	Comma Delimiter
1	AWARD_UOM (<i>M=Monetary H=Hours</i>)
	Comma Delimiter
5	AWARD_PERCENTAGE
	Comma Delimiter
2	AWARD_AGENCY_CODE
	Comma Delimiter
2	AWARD_TYPE
	Comma Delimiter
11	DATE_AWARD_EARNED (Format: DD-MMM-YYYY)

NOTES: 1. Use either AWARD_AMOUNT or AWARD_PERCENTAGE but not both per record (SSN); the file may contain a mixture of both amounts and percentages provided Item 4 is met .

2. Only one Agency Code allowed per file.

3. Only one AWARD_TYPE per NATURE OF ACTION per file

4. ALL RECORDS WITHIN THE SAME FILE MUST HAVE THE SAME NATURE OF ACTION, EFFECTIVE DATE, AWARD AGENCY AND AWARD TYPE

Samples of the format of the ASCII file to be used for Mass Awards Load process are provided below:

```
123-45-6789,01-JUN-2002,840,500,M,,AF,06,01-JUN-2002
234-56-7890,01-JUN-2002,840,500,M,,AF,9L,01-JUN-2002
012-34-5678,01-JUN-2002,840,,M,1.5,AF,9L,01-JUN-2002
234-56-7890,01-JUN-2002,846,40,H,,AF,80,01-JUN-2002
```

(NOTE: If your file contains the five commas after the Date_Award_Earned per the initial file specifications, they do not have to be removed; the file will load correctly either way; I.E.

```
123-45-6789,01-JUN-2002,840,500,M,,AF,06,01-JUN-2002,,,,,
```

OR

```
123-45-6789,01-JUN-2002,840,500,M,,AF,06,01-JUN-2002)
```