

## Chapter 3

## VERTICAL DATA FLOW

## SECTION A-GENERAL DESCRIPTION

3-1. Transaction Identity Codes (TICs) Explained. A Personnel Transaction Identity (PTI) identifies a type of personnel transaction. A combination of subsystem and PTI is referred to as a TIC. A personnel transaction changes a member's automated personnel record. Transactions are required for a variety of reasons and must be identified and categorized to permit understanding, machine processing, and control. Personnel transactions have been identified by five alphanumeric codes consisting of two distinct data fields - Subsystem Code and PTI. The Subsystem Code (figure 3-1) identifies the file against which the PTI (figure 3-3) performs a specific personnel function. Personnel transactions and their related codes have been divided into major categories grouping similar transactions together. TICs are included as part of every transaction in columns 2 through 6 of all vertical formats and are sent to all echelons maintaining automated personnel information. TICs serve to:

a. Identify the particular subset of the total personnel family being affected (that is, officer, active airmen, ANG, civilians, etc.).

b. Identify the type of change to be made in a member's record, and specifically control the information which will be added, deleted, or changed.

c. Ensure the control of the total Air Force strength accountability by causing strength balances to increase or decrease according to the specific action being taken for the member involved.

d. Form the basis at HQ USAF for compiling statistics on changes in personnel force configurations. As personnel transactions are processed to personnel files, they are retained in history files. These, and the current files, are used in computing future Air Force programs; controlling personnel procurement, training, budgeting and funding; and measuring the effectiveness of management policies and programs.

3-2. Explanation of Terms Associated With PTIs:

a. Data Change Specific. Identifies a change in which various data related to a specific event and is edited for consistency and relationship (reference paragraphs 3-11b and c). Data which is "protected", that is, data which is critical to that event or which also requires the change of other data or which requires subsequent reporting to another agency or which sets internal system suspenses, but does not add or remove a record from the file must be reported on a "data change specific" PTI. Generally, any action requiring NOA to be reported is a data change specific. Data which is not protected may be reported in conjunction with a data change specific on the same transaction as the data change specific. All PTIs, other than 1XX, 9XX, and 000, are in this category.

b. Data Change General. A "data change general" or DIN update is a single data item which changes independently, has no relationship which would cause other data to change, does not report an event other than

data correction, sets no suspenses, and requires no actions to be taken as a result of its change. The only edit which may be made for DIN update is for validity. For example, INDIV-DEV-PLAN-ID is reported on PTI 201 but is not protected data and is not edited. If an error is made on the 201 and it otherwise updates, this data item may be corrected via PTI 000. Figure 3-5 lists those APDS-C data elements authorized DIN data update.

c. Types of Events:

(1) Accession. The gain or projected gain of a new member to the personnel strength of a component of the Air Force. This action is reported by input of PTI 107. A projected accession must be followed by PTI 108 to confirm the projected accession.

(2) Reassignment and (or) Promotion. The movement of a member within the Air Force strength which does not affect the total strength; that is, movement within a unit to a different position or to a different unit in the same command or to a different command. This action constitutes both a gain and a loss, simultaneously, and is reported by PTI 201. The loss action is computer generated by HAF to the losing CCPO as a result of processing the 201 and may or may not involve CAO.

(3) Separation. A loss to the Air Force strength by any method. This results in deletion of the member's record from the file and vacates the position. A history record of the separated employee is maintained for 5 years on the Employee History File. This action is reported by the 9XX PTIs.

(4) Position Data. Positions are authorized, established, changed, and deleted independently of personnel events via PTIs in the 05X series. Position data cannot be changed by a personnel PTI; however, edits are performed between selected personnel data and position data for relationship when a personnel event is reported. Personnel data cannot be reported by a position PTI. Position data is not edited against and is not contingent on personnel data and position PTIs cannot report personnel data.

(5) Other. Other status changes not affecting strength but which require the reporting of Nature of Action (NOA) code or require PTIs other than 000 because of processing requirements at HAF includes all PTIs in the 4XX series.

#### SECTION B-APDS-C VERTICAL TRANSACTION STRUCTURE

3-3. Transaction Structure. The APDS-C utilizes a variable transaction format structure composed of from one to five 80-character formats depending on the PTI involved. Each format consists of 27 characters of control data and up to 53 characters of variable data. Figure 3-2 describes the control data and establishes its fixed location in the format. Two format types are utilized in APDS-C.

a. Format-Type 1 (Fixed). This signifies that each data element of the transaction resides in a fixed location. Some of the elements are optional; that is, they are not required unless the data actually changes. All APDS-C formats with exception of PTI 000 are type 1 formats.

b. Format-Type 3 (DIN Data). This format is used to flow selected data not requiring specific edits or processes. Data within this type of

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g. Historical Data. Detailed individual records including historical data is to be maintained in a central data base at the AFMPC. These data are available to Air Staff personnel managers and planners, ARPC, AFRE, AFRES, NGB, and to MAJCOMs through a combination of remote terminals, a feedback magnetic tape system and computer output microfilm (COM) records.

h. Individual Assignment and Career Intentions. The data base includes numerous data elements which permit individuals to communicate their assignment preferences and career goals to decision makers affecting their respective careers. This feature gives all personnel more participation in the management process and also directly supports the all-volunteer force goal.

\*1-4.2. Master Personnel Files - General Overview:

a. Master Personnel Files. The APDS Master Personnel Files will contain the Active Duty, Air National Guard (ANG), and the United States Air Force Reserve (USAFR) Master Personnel records, and the Privacy Act Tracking System Master file records. The data for individual officers and airmen maintained on disc pack at AFMPC, the APDS central site. The data for each officer and airman is maintained within one of seven files:

- (1) Active Duty Airman File,
- (2) Active Duty Officer File,
- (3) Air National Guard Airman File,
- (4) Air National Guard Officer File,
- (5) United States Air Force Reserve Airman File, or
- (6) United States Air Force Reserve Officer File.
- (7) Privacy Act Tracking System Master File.

b. File Update. The Master Personnel Files are updated with data from various sources to include: Air Staff Agencies, MAJCOMs, CBPOs, and system generated transactions. The applicable source of a particular update transaction is based on the status of the individual member or a specific action being accomplished. CBPO input to the central site Master Personnel Files will occur as generated output transactions resulting from processing against the base level computerized personnel files.

c. File Characteristics. The records maintained within the Master Personnel Files have been designed to include the data appropriate to the specific management applications of the total force components.

(1) Within each of the Master Files, a variable length record concept has been utilized. Application of this concept permits the file storage of data based on its applicability when related to the status of a particular individual. As an example, a nonrated officer's record would not contain the flying data set. Similarly, a record on an individual without dependents would not contain stored dependent information.

(2) The specific data elements contained in each record by data name, size, and class may be obtained through the procedures outlined in AFM 30-3, volume I (see chapter 5, section B, paragraph 5-11).

(3) The protection of data and information contained in these files is presented in chap 6 of this volume.

(4) Additionally, the data retrieval concepts to be utilized in obtaining information from these files is contained in chapter 2 of this volume.