FINAL REPORT

AGENCY FOR INTERNATIONAL DEVELOPMENT
OFFICE OF INTERNATIONAL TRAINING'S
PARTICIPANT TRAINING INFORMATION
SYSTEM (PTIS)

Submitted to: Agency for International Development, Office of Data Management, Washington, DC 20532

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SECTION 1

1.0 Introduction

Pinkerton Computer Consultants, Inc. was engaged, in September 1982, to develop a new Participant Training Information System (PTIS) conceptual design, to adequately serve the Agency for International Development/Office of International Training (AID/OIT) operational needs through the 1980's. In November 1982, a Survey Report, documenting the findings and recommendations of Phase I of the task, was submitted, for review, to OIT's Data Management (DM) and other cognizant AID offices. The objectives of Phase I were to:

- o Establish a PTIS system requirements baseline
- o Recommend a cost effective hardware/software facility solution to best meet AID/OIT needs
- o Identify system and organizational impacts that may result from the new PTIS
- o Identify related problems or conditions that need to be addressed by AID/OIT.

The approved PTIS general system requirements and the recommended hardware/software facility solution were critical to initiating any Phase II efforts. The report noted that if the recommended use of AID/DM Automated Data Processing (ADP) resources as the hardware/software solution, was to be an effective solution, interactive response times and log-on times could not exceed specified limits.

AID comments concerning the system baseline were used as an information resource for Phase II efforts. A prototype

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INQUIRE/SAS-based PTIS, implemented by AID/DM, during the course of the study, currently operates on a basis which is consistent with the baseline requirements. The Phase I survey report, as revised, serves as a basis for the Phase II effort.

1.1 Purpose of Report

The purpose of this report is to document a conceptual system design for a revised PTIS and present a suggested development approach for implementation. The report discusses:

- o System flow of the conceptual PTIS
- o Improved data collection instruments
- o Improved data capture procedures
- o New report processing procedures
- o Approaches for using computerized data
- o Estimated number of direct hours, by labor category, needed to operate the proposed system.

1.2 Structure of the Report

The report is comprised of ten sections and eight appendices, Sections 2 through 7 document, at varying levels of detail, the proposed PTIS. Sections 8 through 10 discuss a proposed system development approach, the environment in which the proposed PTIS will function and recommendations and future considerations. Some information is intentionally duplicated in several sections to preclude the need for reviewers to constantly reference other sections of the document.

Section 2 provides an overview of the conceptual PTIS. It discusses source documents, data inputs and reports in relation to the organizations that provide data to the PTIS or use information from it. The section also presents the flow of source

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documents, associated ADP processing procedures and the sequence of organizational responsibilities.

Section 3 expands the ADP system description discussed in Section 2 by presenting the design strategies defining the operational characteristics of the PTIS which provide insight into the overall intent of each functional module. Data flow diagrams are presented in a conceptional framework.

Section 4 defines and discusses the PTIS inputs. Source documents are classified as either primary or supplemental depending on their use in the PTIS. Some of the inputs discussed are the PIO/P, a new Participant Data Form, a new Program Agent Assignment Form, the IAP 66A and data received in machine-readable form.

Section 5 discusses the outputs generated by the conceptual PTIS. The outputs are grouped into meaningful categories, including status reports, management coordination reports, ad hoc reports, interface data and statistical reports.

The interfaces through which computerized data is exchanged with the PTIS are discussed in Section 6. The organizations with which the PTIS interfaces are AID's Offices of Financial Management (FM), Contracts Management (CM), the Bureau of Program and Policy Coordination (PPC), the United States Information Agency (USIA), Immigration and Naturalization Service (INS), and program agents such as United States Department of Agriculture (USDA) and Partners.

Section 7 discusses the anticipated environment in which the conceptual PTIS will operate. Subjects presented include the ADP resources required by the PTIS, the recommended locations of PTIS terminals, support provided by AID/DM, OIT offices requiring user training, training required for data entry, and additional personnel required to support the PTIS.

The proposed approach for developing the conceptual PTIS is presented in Section 8. A development schedule and an estimate of the resources required for PTIS development and implementation are included. Conversion specifications for data elements contained in the prototype PTIS and the processes required to convert them for inclusion in the conceptual PTIS are also presented.

Section 9 contains the data element dictionary for the conceptual PTIS. Data elements for the PTIS Participant File and the Contractor Extract File are listed in alphabetic sequence. Required decode tables and the structure and organization of the PTIS data base are included. A table, cross-referencing PTIS data elements with the source documents from which they are obtained is presented.

Section 10 identifies actions which the Pinkerton project team recommends to ensure successful implementation of the PTIS. Considerations for future actions related to the PTIS are presented.

Eight appendices which contain supporting information are appended. They are:

Appendix A - Source Documents for Conceptual PTIS

Appendix B - Former PTIS Source Documents

AppendixC - Financial Management Participant Payment System (PPS) Fields Definition Table

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Appendix D - Contract Management's Contract Online Reporting System (COORS) Data Base Fields Definition Table

Appendix E - USIA's Exchange Visitor Information System (EVIS) File Description and Record Format

Appendix F - INS's Non-Immigrant Information System (NIIS) I-94 Arrival/Departure Document

Appendix G - Field Derivation Specifications for Data BAse Conversion

Appendix H - Suggested Handbook 10 Revisions.

SECTION 2

2.0 System Overview

This section presents an overview of the conceptual PTIS. The section is organized in four parts:

- o System Features
- o System Information Flow
- o System Functions
- o System Data Flow

2.1 System Features

The conceptual PTIS differs from the current PTIS in many ways. New data sources are included and some currently used data sources are discontinued. New data entry techniques and operations to ensure the integrity of the data base are included. Increased report capabilities provide more meaningful information to AID and support increased levels of feedback to organizations external to AID. The conceptual PTIS accomodates both computer readable data and distributed processing, using microprocessors.

2.1.1 Positive Identification of Participant Program Status

To support tracking AID participants and monitoring the level of services provided by program agents, the PTIS, provides the current program status of any individual participant or identifies those participants maintained or placed in a particular status at a specific time.

2.1.2 Usage of Primary and Supplemental Source Data

System inputs are classified as either primary or supplemental inputs, in the conceptual PTIS. Primary input documents provide the main source of data for the PTIS data base. Supple-

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mental inputs provide data items which reinforce or provide a cross-check on data received from primary inputs and serve to improve the quality of the PTIS data base. Unless a participant is entered into the PTIS with data from the correct primary input document, the participant is classified as undefined. An undefined particpant may be reclassified as active, if a primary source document for that participant is submitted to OIT.

PIO/P's are the primary source document for establishing a PTIS record for directly funded and independently funded participants. PD's are the primary source document for establishing a PTIS record for participants programmed under contract agreement.

2.1.3 Participant Date (PD) Form

This new form identifies new participants to the PTIS, records changes to training programs, and supplies program completion data and informs the HAC fund admiinistrator of participants eligible for insurance coverage. The PD will provide an improved means of capturing participant data, allowing more definitive identification of program status and eliminate many problems associated with data entry. Section 4 discusses the use of the new form and Appendix A contains a draft copy of the form.

2.1.4 More Definitive Information on Overstays

Contractors and program agents will be expected to supply more conclusive data on when participants depart the U. S. or arrive in their home countries. Participants in a technical training program are placed in an overstay status if they do not depart the U. S. within 14 days of program completion. Participants in an academic training program are placed in this category, if confirmation of their arrival in their home country is not received within 30 days. Contractors and program agents must coordinate with participants and missions to obtain departure and arrival dates. These dates are provided to AID/OIT on the PD form.

2.1.5 Discontinued Usage of Certain Forms

The following currently used forms are replaced by the new PD form:

- Health and Accident Coverage (HAC) Program Participant Enrollment Card (AID 1380-98)
- Monthly Report of Third Country Training (AID 1380-7)
- Monthly Report of Participants under Grant, Loan or Contract Programs (AID 1380-9)
- Participant Program and Training Data (AID 1380-59).

Additionally, copies of PIO/P's for participants programmed under mission awarded contracts are not forwarded to OIT as the PD form replaces these PIO/P's as primary source documents.

2.1.6 Improved Interface with HAC Trust Fund Administrator (TFA)

A copy of the PD is used to inform the TFA of participants covered by AID insurance. Each PD contains a unique control number which can be used to coordinate participant identification among OIT, TFA, AID/FM, program agents and contractors. Participants can also use the control number as a means of identification.

2.1.7 Efficient Date Entry Techniques

Screens formats, organized to closely resemble the format of input documents, provide a more efficient means of entering data in the PTIS. The conceptual PTIS requires that the majority of data encoding efforts be performed by the originators of the source data documents, rather than data entry personnel. Additionally, data entry operators are provided the flexibility to enter encoded data or nonencoded data, depending on which is the most readily available.

2.1.8 Increased Data Base Integrity

The conceptual PTIS includes several new operations to ensure the integrity of the data base. Data is to be recorded as soon as it is received at OIT and manual and automated checks are provided to preclude double entry of participants. Data entered in the system is edited to ensure that it is consistent with specifications and in agreement with previously recorded data. Audit trails for data entry operations are provided by recording the source of entered data and the associated date of entry.

2.1.9 Variety of Data Retrieval Capabilities

INQUIRE interfaced with SAS is a powerful and flexible means of obtaining and manipulating data from the PTIS data base. The PTIS data base constitutes a useful and responsive source of information for statistical reports. Data retrieved from the data base can be displayed in scheduled reports, ad hoc queries and ad hoc reports.

2.1.10 Feedback to External Organizations

The extensive report generation capabilities of the PTIS coupled with positive program status tracking provide the capability to coordinate participant data with bureaus, missions, contractors, program agents, the HAC TFA and other organizations external to OIT. The coordination is supported by scheduled reports which are generated by the PTIS and forwarded to the organizations. The organizations can compare the reports with their files and coordinate changes with OIT.

2.1.11 Accommodates Machine Readable Data

The majority of data in the conceptual PTIS is entered through online terminals. Some data from supplemental sources is entered by batch-mode programs using machine-readable data from automated systems external to AID/OIT. Machine-readable data from any primary or supplemental source could be entered in the PTIS, if presented in the correct format.

2.1.12 Interface for Microprocessor Upgrade

An IBM Personal Computer or any similar microprocessor could be interfaced with the PTIS for offloading some operations. Primary candidate operations are associated with the data entry and report generation functions.

2.2 System Information Flow

The general information flow of the conceptual PTIS is presented in Figure 2-1. Organizations external to OIT originate the majority of source data for the PTIS. The PTIS functions of control, data entry, report generation and system management provide the capability to maintain a data base containing participant program information and to retrieve the data for dissemination within AID or to other organizations.

Figure 2-2 presents PTIS information sources and Figure 2-3 identifies the outputs supplied to each organization. Figure 2-4 further identifies the relationship between input source documents and document originator while Figure 2-5 identifies the

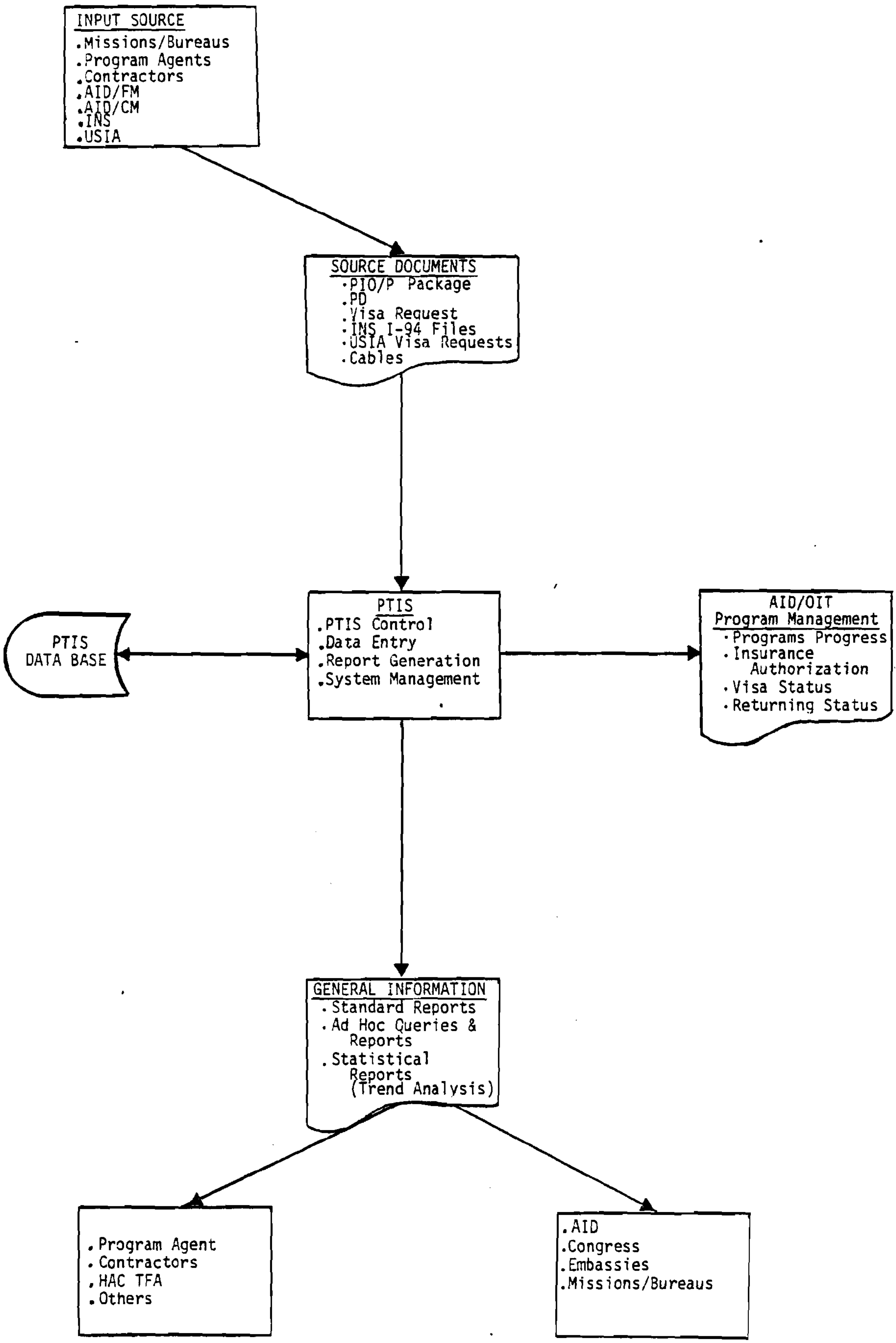

Figure 2-1: System Overview

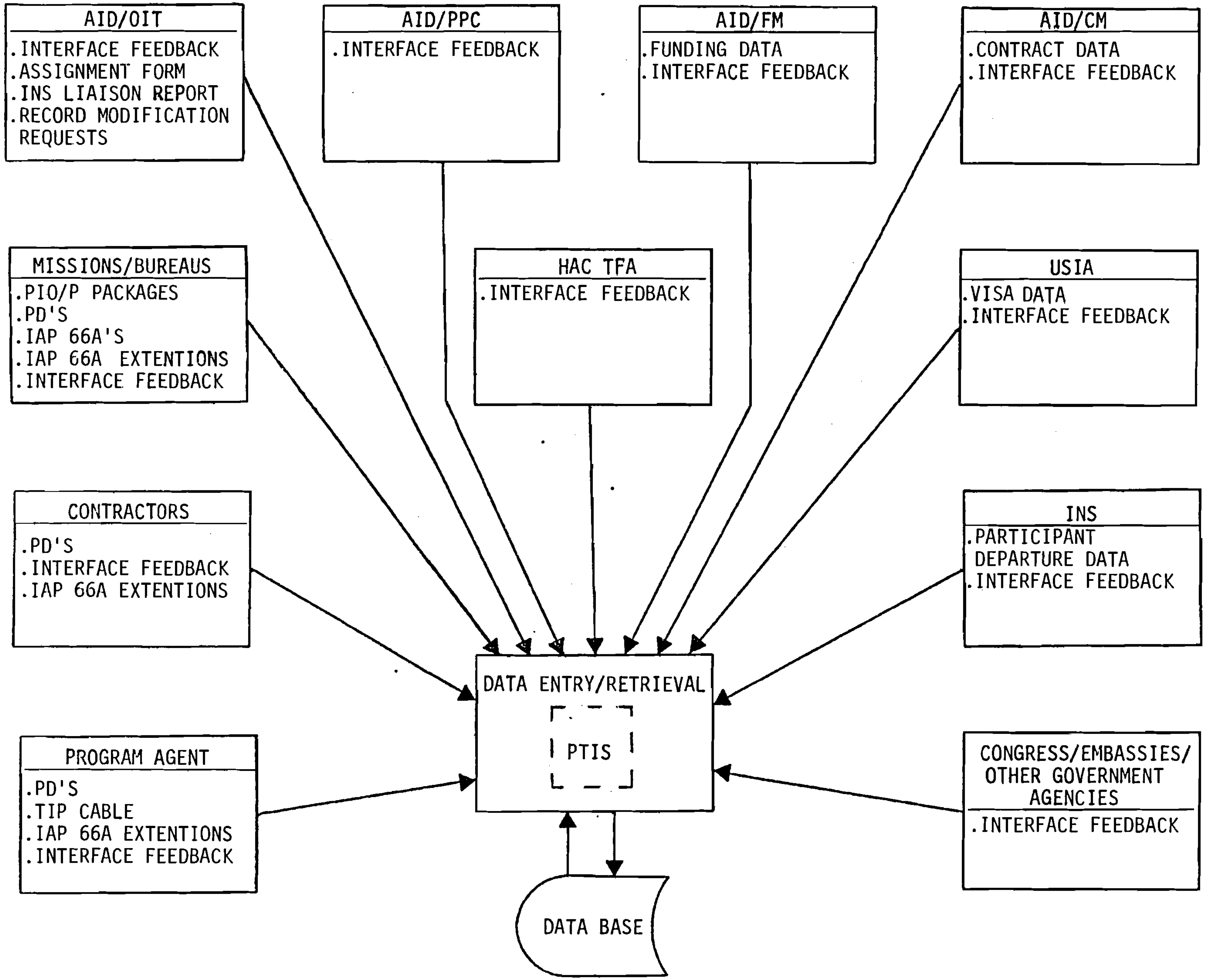

Figure 2-2: PTIS Input Information Flow

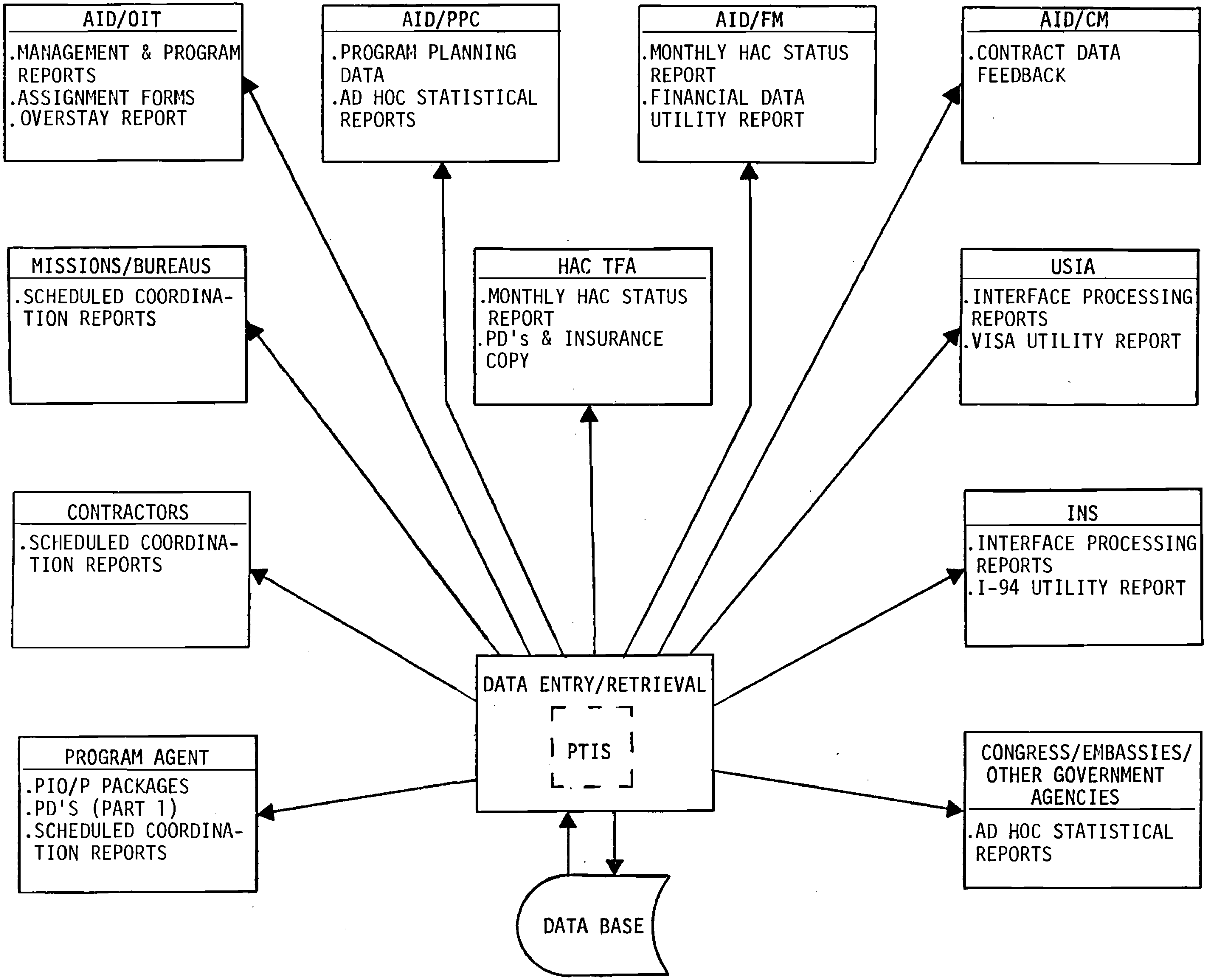

Figure 2-3: PTIS Output Information Flow

MAJOR DATA SOURCES \ ORIGINIATING ORGANIZATION	AID/OIT	MISSION/BUREAU	CONTRACTOR	PROGRAM AGENT	HAC TFA	AID/PPC	AID/FM	AID/CM	USIA	INS
PIO/P, INITIAL		P/S								
PIO/P, AMMENDMENT(1)		P								
PIO/P, FOLLOW-ON YEAR FUNDS(1)		P								
PD, INITIAL	P(2)	P	P							
PD, INSURANCE			P(4)	P						
PD, CHANGE		P	P	P						
PD, COMPLETION		P	P	P						
IAP 66A, INITIAL		S								
IAP 66A, EXTENTIONS		S	S	S						
CABLE, TIP				P						
CABLE, FUNDING CONFIRMATION							P			
AID/FM (FUNDING)							S			
AID/CM (CONTRACT)								S(3)		
INS (I-94)										S
USIA (VIAS)									S	
INS LIAISON REPORT (OVERSTAY)	P									
ASSIGNMENT FORM	P									
INTERFACE FEEDBACK	P	P	P	P	P	P	P	P	P	P

LEGEND: P=PRIMARY DATA SOURCE
S=SUPPLEMENTAL DATA SOURCE
(1)=PIO/P NUMBER AND DATE ONLY
(2)=ORIGINATED FROM DIRECTLY FUNDED PIO/P AND FORWARDED TO PROGRAM AGENT
(3)=ASSUMES ALL CONTRACT DATA, ESPECIALLY PROJECT NUMBER, RECEIVED FROM THE PD
(4)=OPTIONAL FOR HOST COUNTRY CONTRACT

Figure 2-4: Type Source Data and Originator

FUNDING/CONTRACT ARRANGEMENT	FUNDING		FUNDING		CONTRACT			
MAJOR DATA SOURCES	ACADEMIC	TECHNICAL	THIRD COUNTRY	UNITED STATES	THIRD COUNTRY	UNITED STATES	HOST COUNTRY	COMMENTS
PIO/P, INITIAL	P	P	P	P		S		
PIO/P, AMMENDMENT(1)	P	P		P				
PIO/P, FOLLOW-ON YEAR FUNDS(1)				P				
PD, INITIAL	P(2)			P(2)	P	P	P	
PD, INSURANCE				P		P	P(4)	
PD, CHANGE	P		P	P	P	P	P	
PD, COMPLETION	P		P	P	P	P	P	
IAP 66A, INITIAL	S	S		S		S	S	
IAP 66A, EXTENTIONS	S	S		S		S	S	
CABLE, TIP				P				
CABLE, FUNDING CONFIRMATION				P				
AID/FM (FUNDING)				S				
AID/CM (CONTRACT)						S(3)		
INS (I-94)	S			S		S	S	
USIA (VIAS)	S	S		S		S	S	
INS LIAISON REPORT (OVERSTAY)	P			P		P	P	
ASSIGNMENT FORM	P			P				
INTERFACE FEEDBACK	P	P	P	P	P	P	P	

LEGEND: P=PRIMARY DATA SOURCE
S=SUPPLEMENTAL DATA SOURCE
(1)=PIO/P NUMBER AND DATE ONLY
(2)=ORIGINATED FROM DIRECTLY FUNDED PIO/P AND FORWARDED TO PROGRAM AGENT
(3)=ASSUMES ALL CONTRACT DATA, ESPECIALLY PROJECT NUMBER, RECEIVED FROM THE PD
(4)= OPTIONAL FOR HOST COUNTRY CONTRACT

Figure 2-5: Type Source Data and, Funding/Contract Arrangement

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relationship between input source document and type of program funding and country of training. Figures 2-4 and 2-5 also identify input sources. Figure 2-6 identifies the reports recommended for generation by PTIS. Very few statistical reports are presented, because those required, on a scheduled basis, need to be carefully defined by OIT personnel. Additionally, ad hoc statistical reports are easily generated, using the capabilities of SAS.

2.2.1 AID/OIT

AID/OIT uses the PTIS primarily to monitor and track the progress of participants and to supply information to organizations which comprise the participant training community. The majority of input data supplied by AID/OIT will result from interface coordination with other organizations. The purpose of the data is to update PTIS participant records to reflect corrections identified by review of PTIS generated output. The overstay report (INS Liaison Report) provides positive identification of participants who should be classified as "no go's".

The conceptual PTIS provides AID/OIT with participant training information in hard copy or CRT display format. Scheduled and ad hoc reports provide individual or aggregate information on participant training programs. Coordination reports are provided to bureaus, missions, contractors, program agents, the HAC TFA and others.

For directly funded participants and independently funded participants, in academic training programs, the PTIS automatically creates the assignment form which is forwarded to OIT/CM for

PARTICIPANT PROGRAM STATUS REPORTS - Identifies participants in a particular status maintained by PTIS

• Received	- PTIS computer record created from source document
• Undefined	- record created from supplemental document
• Unassigned	- program agent not assigned to directly funded or OIT assigned participant
• Assigned	- program agent assigned
• Programmed	- training program and budget established
• Onboard	- participant entered country of training
• Completed	- training program ended, successfully or otherwise
• Departed	- technical participant left the country of training
• Returned	- confirmed arrival of academic participant in home country (U.S. trained only)
• Overstay (INS Liaison Report)	- participant in technical training program not departing U.S. within 14 days of program completion or, arrival of participant in academic training program not confirmed within 30 days of program completion
• Retired	- record moved to history state
• Record Display	- display of all data recorded for an individual participant
• Visa	- identifies onboard participants with expired visas or with visas expiring within a certain period of time

COORDINATION REPORTS - Provides feedback on PTIS maintained participant program status to organizations providing source documents to PTIS or interfacing with OIT

• Assignment Form	- used by OIT/CM to assign program agents
• Insurance	- identifies participants eligible for AID insurance
• Program Agent	- identifies and provides status of participants administered by a particular program agent
• Country	- identifies and provides status of participants by region and country for mission or bureau review
• Contractor	- identifies and provides status of participants administered by a particular contractor

Figure 2-6: PTIS Generated Reports

INTERFACE REPORTS - Identifies results of scheduled interface processing and utility of interface data

- EVIS Comparison - results of processing USIA data
- VISA Utility - counts and percent of times USIA data recorded in PTIS
- NIIS Comparison - results of processing INS data
- NIIS Utility - counts and percent of times INS data recorded in PTIS

STATISTICAL REPORTS - Provides aggregate counts of occurrence of particular data in PTIS records (only ones required by external organizations and samples of other types)

- DAC - counts of students in training categories by fiscal year
- COLOMBO - technical cooperation statistics
- Agent Programming Trends - counts of number of participants administrated by program agent by month

Figure 2-6: PTIS Generated Reports (Cont'd) generation by the PTIS, when the assignment data is entered.

2.2.2 AID Missions/Bureaus

AID missions and bureaus establish participant training program agreements using PIO/P's. PIO/P's are also the primary source document most commonly used by AID/OIT to establish a PTIS participant record. All PIO/P's for participants in directly funded or independently funded programs are primary source documents for the PTIS.

When an AID mission or bureau submits a funded PIO/P to AID/OIT, it recommends the establishment of a training program for the participants named on the PIO/P. The mission or bureau ensures that appropriate supporting documents such as transcripts, certificates, and photos are included for the participants named. Each mission provides AID/OIT with an information copy of its PIO/P's for third country training participants, for U. S. trained participants programmed under mission awarded contracts, and for most independently funded participants receiving U. S. based training. As noted in Figure 2-5, PIO/P's for participants programmed under mission awarded contracts are considered supplemental source documents by the PTIS.

Amendments identifying changes to previously submitted PIO/P's are also submitted to AID/OIT. Missions normally submit annual funding PIO/P's for participants maintained in multiyear academic programs. Participant record changes for these PIO/P's are entered into each affected participant's PTIS record.

Missions and bureaus also prepare PD's for independently funded participants or participants enrolled in third country training programs. In this role, the mission or bureaus prepare the PD to support the function previously handled by the AID Forms 1380-7 and 1380-9, as specified in AID Handbook 10.

The mission or bureau forwards, to AID/OIT, copies of appropriate Visa Request forms, IAP 66A, for each participant named on a PIO/P, when the request has been approved. Visa extension requests are also forwarded by the mission or bureau.

The PTIS provides a scheduled report identifying the status of participants by regions and country of residence. The mission/bureau should review this report and coordinate any changes with AID/OIT.

2.2.3 Program Agents

Program agents are responsible for arranging and scheduling U.S. based training programs for assigned participants, monitoring their progress, coordinating required program changes, being a participant point of contact, and determining when participants depart the U. S. for their home country. Program agents are personnel assigned to AID/OIT or organizations under AID/OIT contract, to provide training placement services for directly funded participants.

Program agents receive PIO/P packages and associated PD's upon assignment by OIT. When programming actions are completed, appropriate data is entered on the PD, a copy is forwarded to OIT and another to the HAC TFA. Any program changes are entered on the PD and a copy forwarded to OIT and to the HAC TFA, if appropriate. When participants in technical training programs depart the U. S. or participants in academic training arrive in their home country, the PD is completed and forwarded to OIT.

Program agents also generate TIP cables which permit mission review of a programmed training program. IAP 66A extensions are forwarded to OIT with sufficient lead time for participants to obtain a new visa.

Program agents receive scheduled reports from the PTIS identifying the status of participants assigned to them. The report is reviewed and corrections coordinated with OIT.

2.2.4 Contractors

Training contractors, under contract to AID missions or bureaus, provide the same participant programming services to participants as do program agents. Administration of health and accident insurance (HAC) coverage differs, in that the contractor must pay a monthly insurance premium for each participant, regardless of whether or not he/she is using another insurance carrier.

Contractors forward PD's to AID/OIT when programming actions for a participant program is completed. AID/OIT forwards a copy of the PD to the HAC TFA, after review. Contractors follow the same procedures as program agents for submitting data on program changes and completions.

2.2.5 Health and Accident Coverage (HAC) Trust Fund Administrator (TFA)

The HAC Trust Fund Administrator processes the payment of insurance claims to participants. In performing this task, the HAC administrator must ensure that:

- HAC entitlements are verified promptly for each qualified new participant
- HAC identification cards are promptly prepared and made available to each participant on or before the day of the participant's arrival in the U. S.
- Claims for qualified participants are processed promptly
- Claim payments are held, but not refused, for participants identified within the PTIS as "undefined", and that this AID/OIT insurance coordinator is informed if the conditions occurs.

AID/OIT and program agents provide the insurance administrator with PD's that specify insurance entitlement dates for qualified participants. These, in conjunction with access to the PTIS monthly reports, provide the insurance administrator with the required base of information needed to perform his task.

2.2.6 AID/FM

AID/FM provides budget accounting services for each participant programmed by AID/OIT or OIT's program agents. The most pertinent PTIS source data AID/FM provides to AID/OIT is program cost and duration information. AID/OIT receives this data on an information copy of the confirmation cable, from AID/FM to the affected mission.

Cost and program duration figures are treated as "contractual" figures by AID/OIT, and bind the mission affected, unless the mission responds otherwise within 30 days. Funding confirmation data is also used by the PTIS to update the participant's milestone progress. Anomalies in expected progress are reported to AID/OIT program managers so that they may take appropriate action.

2.2.7 AID/PPC

PTIS provides AID/PPC a base of participant training data to support agency budgetary and long term planning strategy. AID/PPC requires statistical information on participant training for categories of training and for each region or mission. This information must be organized by AID project number to be meaningful to PPC.

2.2.8 AID/CM

AID/CM provides the PTIS with contract information which is used to either verify the contents of the PTIS contractor file or to build entries when incomplete data is received by AID/OIT from contractors. The most significant data supplied by AID/CM is the project number required to satisfy the information needs of AID/PPC.

2.2.9 USIA

USIA provides to AID/OIT the data with which to reconcile PTIS participant records with USIA data collected from IAP 66A Visa application forms. USIA provides AID/OIT a computer media extract of AID participant records on a scheduled basis. These records are matched against present PTIS records to determine the presence of previously undetected AID training participants, and to indicate where the normal information flow from mission to AID/OIT is breaking down. Results of this matching process are supplied USIA.

OIT uses information provided by USIA to assist in ensuring that all contractor managed U. S. based participants are known to AID/OIT, and that the duration of these participants' training programs are known to AID/OIT. AID/OIT provides to the USIA, on request, participant visa records missed by the USIA system.

2.2.10 Immigration and Naturalization Service (INS)

INS provides, to AID/OIT, the data with which to automatically verify whether or not a participant who has completed training has left the U. S. The INS information coupled with the contractor and program agents requirement to "confirm with the mission" each academic participant's arrival in his home country, produces a clear verifiable status of non-returned participants.

"Technical" participants historically have not created a non-returnee problem, and therefore are not subjected to return verification. Technical participants may be verified through INS to have departed the U. S. AID/OIT supplies INS with the results of scheduled processing which compares PTIS and INS data.

2.2.11 Congress/Embassies/Other Government Agencies

The PTIS generates training statistics information which is annually presented to Congress. The PTIS produces information to support AID/OIT responses to Congressional staff ad hoc queries. Embassies may query AID/OIT for statistics on participants from their home countries. Most ad hoc queries are answered in 24 hours or less. Similar statistical information can be provided to designated government agencies.

2.3 System Functions

The PTIS is organized into an executive module and three major functional modules.

- o Data Entry Module
- o Report Generation Module
- o PTIS System Management

The PTIS Executive Module initializes the PTIS user session, appropriately configures the PTIS for either "conversational dialogue" or formatted screen (depending upon the type of terminal the operator is using), and passes executive control to the operator selected work related module.

The Data Entry Module provides an online environment for directly entering data from PTIS source documents. A formatted CRT screen is selectable for each PTIS source document. Conversational data entry is supported through a field by field dialogue. Data is entered in the order of occurence for each source document. Participant records being updated or created are fully verified for format, range, and field consistency before record update is permitted.

The Report Generation Module is supported through use of the INQUIRE and SAS facilities, and a library of standard operational report programs. An automated report generation subfunction procedure conducts a conversational dialogue with the user. Through this dialogue, the user selects standard reports, adds additional selection criteria, as desired, and submits requests to the computer for output execution. Ad hoc reports and queries are prepared and submitted for computer execution by a PTIS system analyst.

The PTIS System Management function provides the system manager with controls over AID/OIT developed report programs, and monitors PTIS report production schedules. The function prompts the operator when periodic or other scheduled reports are due.

A more detailed discussion of the PTIS functional modules is provided in Section 3.

2.4 Data Flow and Operations Procedures

The data flows and procedures for processing source documents used by the PTIS are discussed in this section. Block diagrams pictorially present the data flows and accompanying tables provide supporting narrative. The diagrams and tables are cross-referenced by numbers identifying each step in the process. Flows and procedures for data received in machine-readable format are discussed in Section 6. Table 9-1 identifies the specific data elements entered from each source document discussed.

The organizational entity identified in the block diagrams as OIT Control is a proposed functional component of AID/OIT through which all documents entering or leaving AID/OIT must pass. A major responsibility of this unit is to review documents for completeness and time stamp them prior to routing. Certain operations performed by data entry may also be included in this area, if desired by OIT management.

2.4.1 Directly Funded Participants - U.S. Training

Figure 2-7 and Table 2-1 provide the data flows and supporting narrative for processing PIO/P's received for directly funded participant trained in the U.S. The sequence of events is initiated by missions preparing the PIO/P package.

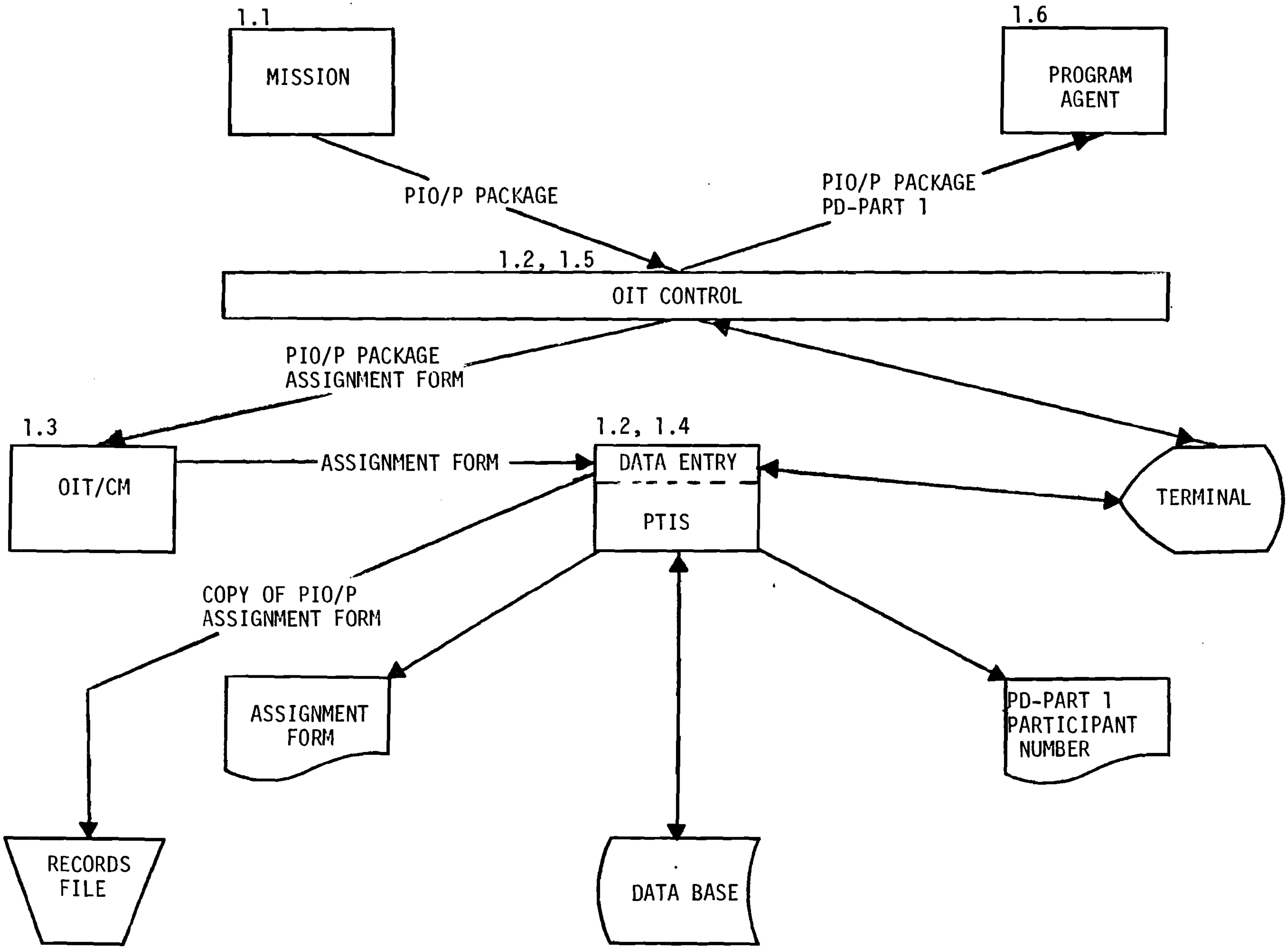

Figure 2-7: Directly Funded Participants - United States Training

TABLE 2-1

DIRECTLY FUNDED PARTICIPANTS

U.S. TRAINING

STEP	FUNCTION	ACTIVITY
1.1	Prepares a PIO/P for participant(s). Verifies appropriate supporting documents are attached. Sends the PIO/P package to AID/OIT.	Mission
1.2	Receives the PIO/P package and initializes PTIS records for each new participant named (participant number is generated). Identifies attached supporting documents. Prints an assignment form for each assigned participant using the printer available for that purpose. Routes the PIO/P packages to OIT Contract Management for verification.	OIT Control or Data Entry
1.3	Verifies that the PIO/P package is complete and with appropriate funding. Verifies that the time interval remaining to program the participant(s) is reasonable. Assigns a Program Agent. Forwards the PIO/P package and completed assignment sheet to Data Entry.	AID/OIT Contract Management
1.4	Receives assignment sheet(s). Retrieves each participant record with initial PIO/P data entered (by participant number identified on the assignment sheet) and enters the remaining data. Files a copy of the PIO/P document appropriately after data entry is complete. Prints Part 1 of PD including the computer generated participant number on the printer available for that purpose. Forwards entire PIO/P package with PD to OIT Control.	Data Entry
1.5	Distributes each verified PIO/P package with an assignment form to the appropriate Program Agent.	OIT Control
1.6	Receives the PIO/P package and PD form. Initiates programming actions.	Program Agent

2.4.2 Program Agent Processing of New Participants

Figure 2-8 and Table 2-2 present the data flows and supporting narrative for the sequence of events associated with program agent actions subsequent to receiving the PIO/P package and PD from AID/OIT.

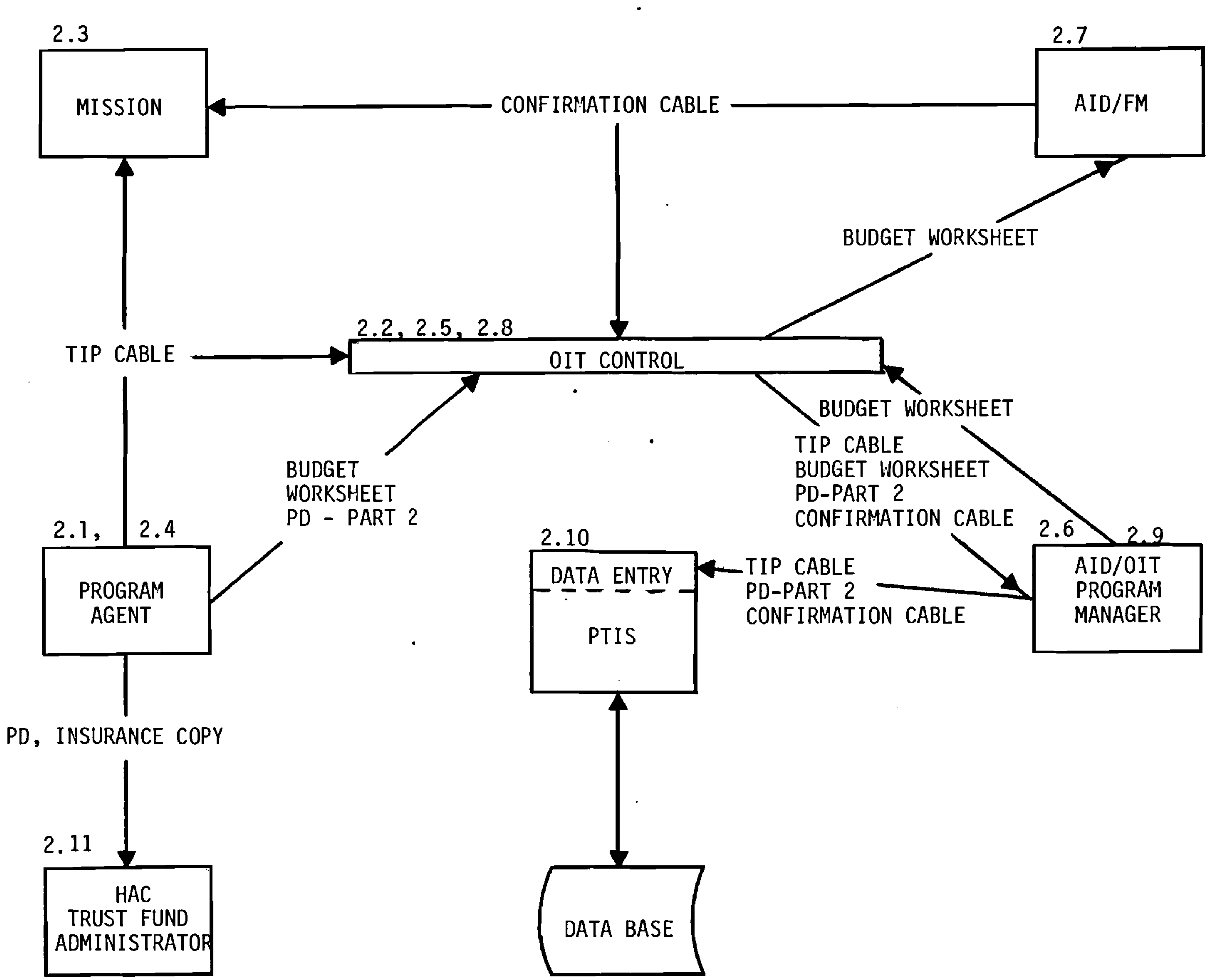

Figure 2-8: Program Agent Processing of New Participants

TABLE 2-2

PROGRAM AGENT PROCESSING OF NEW PARTICIPANTS

STEP	FUNCTION	ACTIVITY
2.1	Initiates programming and establishes a training placement strategy that satisfies the AID project and the participant's needs. Notifies the mission of the proposed training strategy via TIP cable.	Program Agent
2.2	Forwards copies of the TIP cable to the appropriate AID/OIT Program Manager.	OIT Control
2.3	Recommends adjustments to the training plan, or approves the TIP via cable.	Mission
2.4	Assumes the training plan is acceptable if no response is provided by the mission to the TIP within 5 days. Continues with placement efforts upon preparation of the TIP if the programming time-frame is critically short.	Program Agent
	Completes participant placements. Calculates various costs and prepares these on a budget worksheet. Completes Part 2 of the PD. Submits a copy of the PD and budget worksheet to the AID/OIT program manager. Forwards the insurance copy of the PD to the HAC Trust Fund Administrator.	
2.5	Receives PD and budget worksheet and routes them to the appropriate Program Manager.	OIT Control
2.6	Reviews the training plan presented on the TIP cable and coordinates recommendations with the Program Agent. Forwards a copy of the TIP cable to Data Entry.	AID/OIT Program Manager
	Receives the budget worksheet and attached PD. Retrieves the corresponding PIO/P and after review and approval of the budget, routes the PIO/P and signed budget worksheet to AID/FM. Forwards the PD to Data Entry.	

TABLE 2-2 (continued)

PROGRAM AGENT PROCESSING OF NEW PARTICIPANTS

STEP	FUNCTION	ACTIVITY
2.7	Receives the PIO/P and approved budget worksheet. Enters the PIO/P data into the FM data base. Calculates the escalated budget and prepares and transmits a funding confirmation cable to the mission.	AID/FM
2.8	Forwards copies of the confirmation cable to the appropriate Program Manager	OIT Control
2.9	Reviews the confirmation cable for conformity with the budget worksheet. Forwards a copy of the cable to Data Entry.	AID/OIT Program Manager
2.10	Receives the TIP cable and enters the date of the cable in the appropriate participant record. Uses the PIO/P number and family name as the search criteria. Receives the PD. Retrieves the participants record using participant number and enters the data from the PD. File the PD. Receives the confirmation cable. Enters the date of cable in correct record.	Data Entry
2.11	Receives the PD and records the participant's information. Prepares an insurance identification card for each new authorized participant, or each established participant who has his insurance entitlement extended. Mails the card(s) to the appropriate contractor or program agent. Receives the monthly insurance report from AID/OIT and compares it against own records. Coordinates differences with the OIT Insurance Coordinator.	Insurance Trust Fund Administrator

2.4.3 Contractor Administered Participants - U.S. Training

Figure 2-9 and Table 2-3 provide the data flows and supporting narrative for processing PD's received from contractors who are administering participants receiving training in the U.S. The sequence of events is initiated by the contractors forwarding a PD to AID/OIT with Part 1 and Part 2 completed.

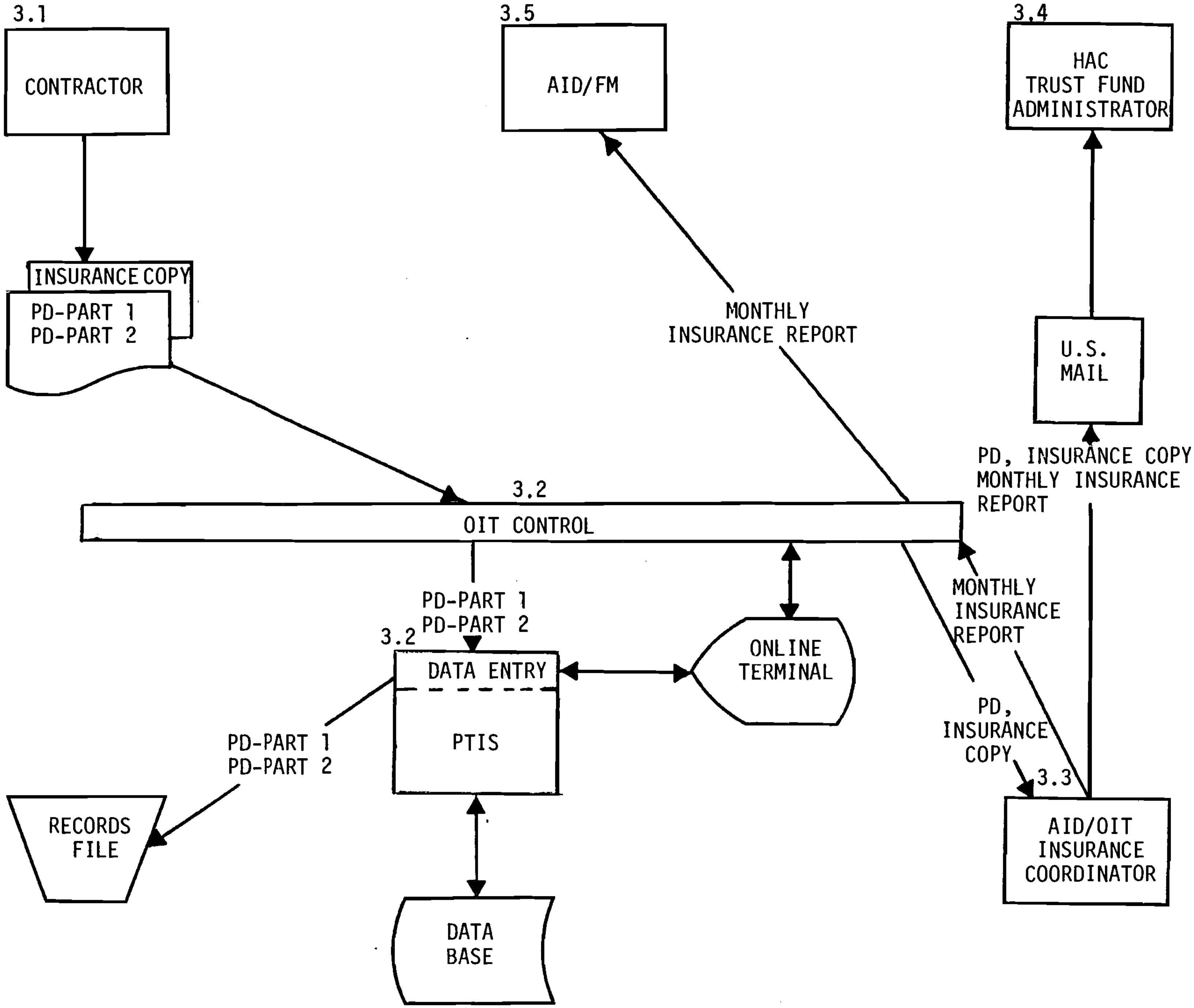

Figure 2-9: Contractor Administered Participant -
United States Training

TABLE 2-3

CONTRACTOR ADMINISTERED PARTICIPANT

U.S. TRAINING

STEP	FUNCTION	ACTIVITY
3.1	Receives a PIO/P, or other participant programming requests. Places the participant(s). Prepares Part 1 & 2 of a serialized PD form and mails the original and insurance copy (to establish each participant's insurance entitlement) to AID/OIT.	Contractor
3.2	Receives a contractor PD. Searches the PTIS for the participant identified on the PD. If found, with a different participant number, and with a grossly different training program, defers the PD to contract management. If a participant is new, creates a PTIS record using the PD serial number as the participant number. Completes data entry on all of PD-Parts 1 & 2. Distributes a PD copy to the insurance coordinator. Files the original PD Form. If the contract number entered on the PD is not in the PTIS data base, the participant cannot be entered. Contract/contractor data is entered in the data base from the PD if sufficient data is provided. Otherwise, the PD is placed in a hold status until the contract/contractor data is obtained from AID/CM.	OIT Control or Data Entry
3.3	Reviews the PD and, if approved, forwards the PD to the HAC Trust Fund Administrator. Provides AID/FM and HAC TFA with a monthly list of new or updated participants authorized for insurance.	OIT Insurance Coordinator
3.4	(See Step 2.10 in Table 2-2)	Trust Fund Administrator
3.5	Compares Insurance Report with own data and coordinates differences with the OIT Insurance Coordinator.	AID/FM

2.4.4 Independently Funded Participants

Figure 2-10 and Table 2-4 provide the data flow and supporting narrative for processing PIO/P's for independently funded participants receiving academic training in the U.S. Participants in technical training programs under this funding arrangement are not included as they are handled similarly to third country participants discussed in paragraph 2.4.5 An exception is that PD's are not used for these participants.

Technical training programs are usually very short in duration and historically, there have been very few problems associated with these participants not departing the U.S. upon program completion. Because of this, the PTIS uses the data submitted on the initial PIO/P as the data source for these participants. Changes to the technical training programs for these participants are expected to be received by PIO/P amendment.

Participants receiving training under independently funded programs are not eligible for AID insurance coverage.

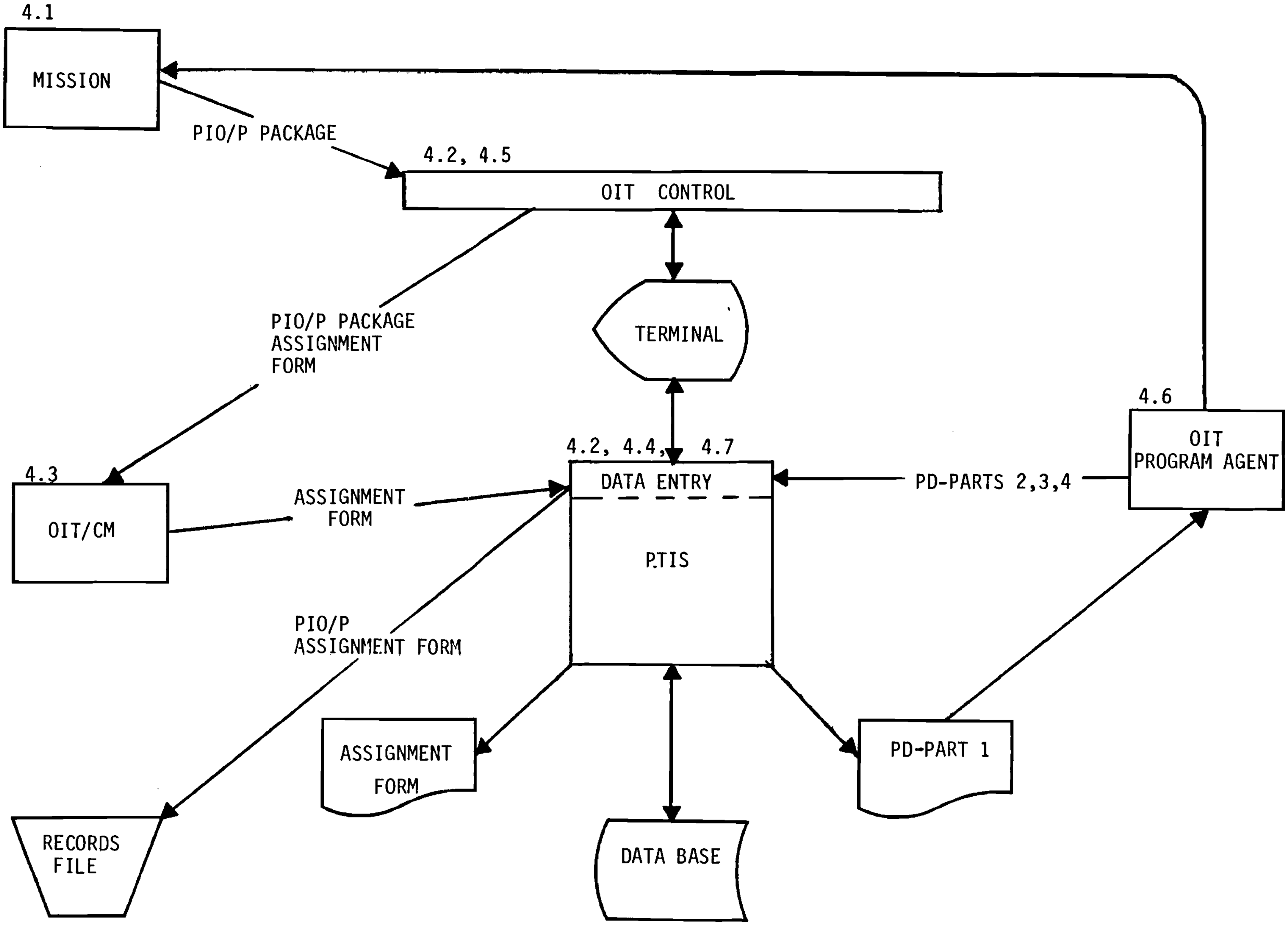

Figure 2-10: Independently Funded Participants

TABLE 2-4

INDEPENDENTLY FUNDED PARTICIPANTS

STEP	FUNCTION	ACTIVITY
	Steps 4.1 through 4.5 are the same as Steps 1.1 through 1.5 discussed in Table 2-1. Differences are:	
4.6	Receives PIO/P package and provides assistance to mission in establishing a training placement strategy. Completes Part 2 of PD when training placement is completed and forwards the PD to Data Entry. Also completes Part 3 for changes and Part 4 when confirmaton of participant arrival in their country of residence is verified by the mission. A copy of the PD is forwarded to Data Entry when Part 3 or Part 4 is completed.	OIT Program Agent
4.7	Searches PTIS for participant records using participant number and applies appropriate updates.	Data Entry

2.4.5 Third Country Training

Figure 2-11 and Table 2-5 provide the data flows and supporting narrative for processing PIO/P's or PD's for participants receiving training in a third country. Third country participants are not eligible for AID insurance. Participants receiving training in a third country can be initially entered in the PTIS via a PIO/P, if directly funded, or via a PD if under contract funding.

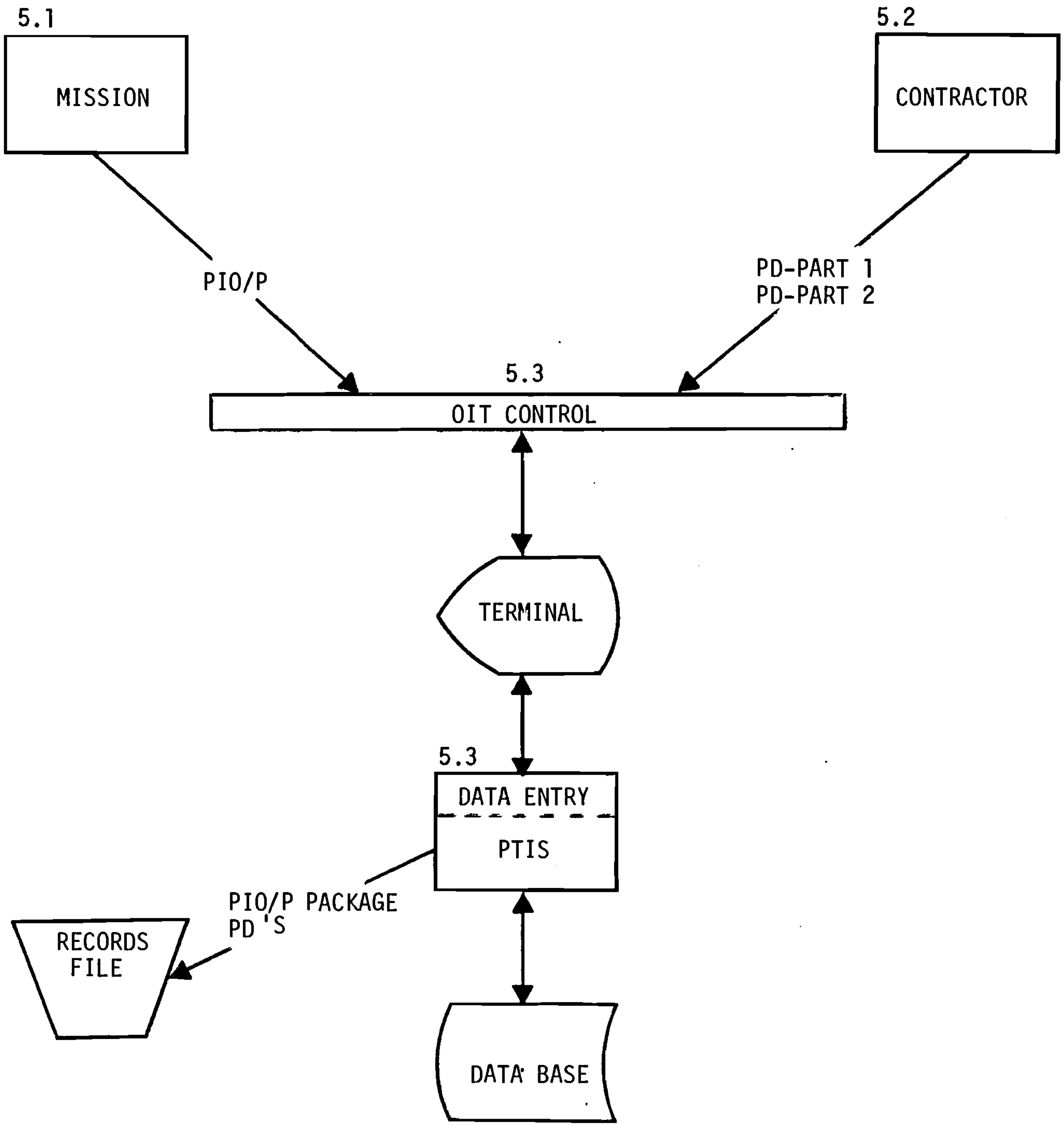

Figure 2-11: Third Country Training

TABLE 2-5

THIRD COUNTRY TRAINING

STEP	FUNCTION	ACTIVITY
5.1	Prepares a PIO/P for participant(s). Verifies appropriate supporting documents are attached and sends the PIO/P package to AID/OIT, or Prepares a request for third country training and sends request to Mission/ Bureau contractor.	Mission
5.2	Receives the participant programming request. Places participant and prepares Part 1 & 2 of an initial PD, and sends one copy of the PD to AID/OIT.	Contractor
5.3	Receives the PIO/P. Initializes PTIS records for each new participant named. Enters detailed PIO/P data. Files the PIO/P document. (Participant number is generated.) Receives the initializing PD. Searches PTIS for the participant. If found, verifies the disposition with AID/OIT management. If the PD is verified as a new participant, enters the PD data. Files the PD document appropriately. Updates the contractor file as needed.	OIT Control or Data Entry

2.4.6 Host Country Contracts

The data flows for processing documents identifying participants receiving training under host country contracts are similar to the flows and narrative presented in paragraph 2.4.3 for contract administered participants receiving training in the U.S. An exception is that participants under this training arrangement have the option to use AID provided insurance coverage or other insurance coverage. An insurance copy of the PD is forwarded if AID insurance is desired and Part 2 of the PD contains required insurance data.

2.4.7 Unfunded Participants Received by PIO/P

The primary source document for establishing unfunded participants on the PTIS is a PD. However, realizing that unfunded PIO/P's are currently received at AID/OIT and will probably continue to be received for some time after the conceptual PTIS is implemented, provisions have been made for entering participants from these sources.

Participants identified on unfunded PIO/P's received at OIT control are compared against the PTIS data base to determine if they were previously established. For each new participant an undefined record is created. The record remains in that state until the appropriate PD is received. Participants previously established on the PTIS by a PD identifying the same training program as the unfunded PIO/P are disregarded and the PIO/P is filed, if needed. Participants discovered to have previous AID training programs are forwarded to OIT/CM for proper disposition.

2.4.8 Program Change/Completion Processing - Directly Funded Participants (U.S.)

Figure 2-12 and Table 2-6 provide the data flows and supporting narrative for processing program changes and completions for directly funded participants receiving training in the U.S. These changes are usually associated with mission initiated PIO/Ps for following year funding. Changes can result from program agent interactions with educational institutions.

Program agents are responsible for acquiring the correct dates when participants in technical programs depart the U.S. and when participants in academic programs arrive in their home country. Participants are placed in an overstay status when the departure date is not received within 14 days of program completion or when the mission confirmed arrival date is not received within 30 days after program completion.

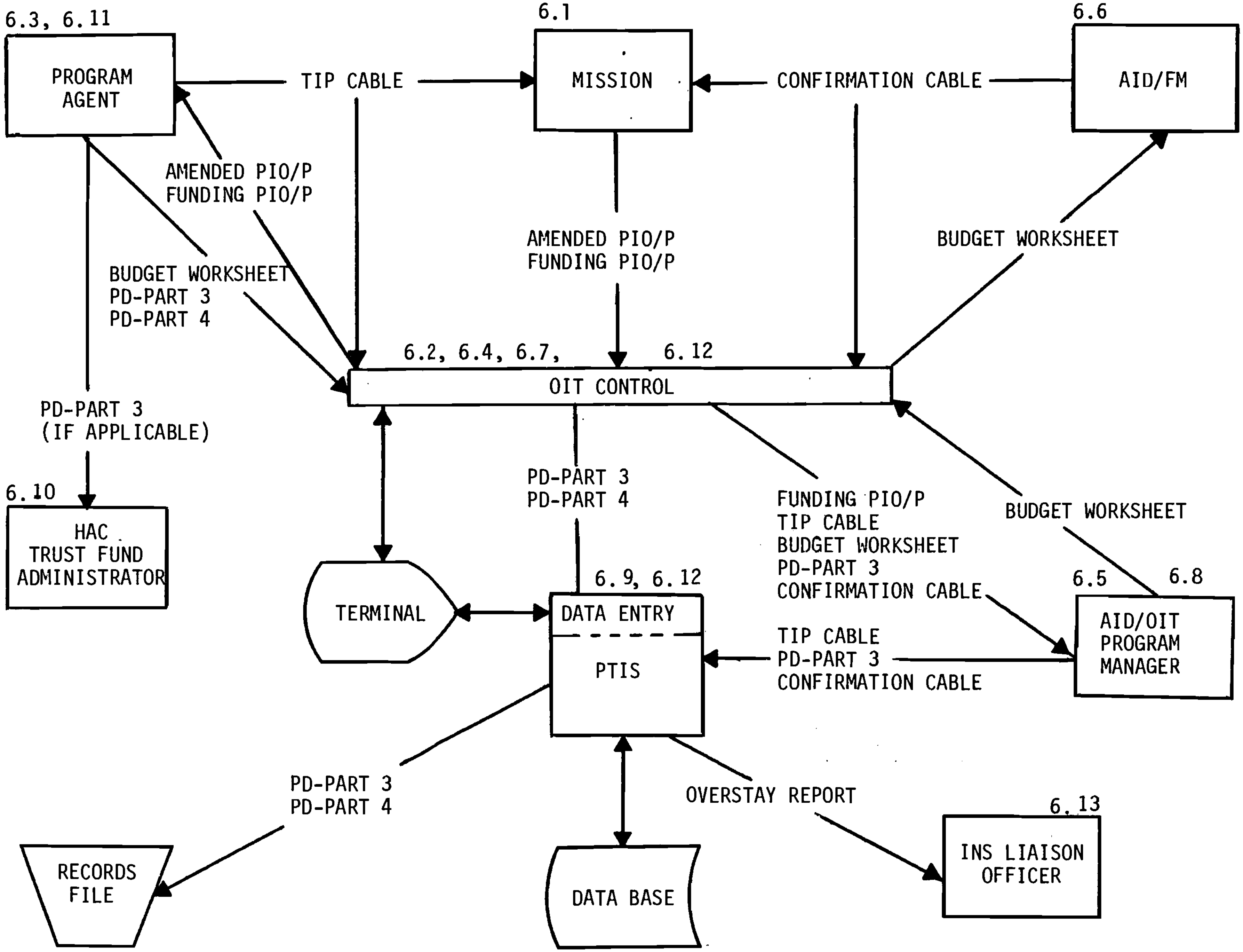

Figure 2-12: Program Change/Completion Processing - Directly Funded (U.S.)

TABLE 2-6

PROGRAM CHANGE/COMPLETION PROCESSING - DIRECTED FUNDED (U.S.)

STEP	FUNCTION	ACTIVITY
6.1	Request changes to training program on PIO/P amendment form. Sends PIO/P amendment to AID/OIT, or Prepares a follow year funding PIO/P for participant(s) in multi-year training programs.	Mission
6.2	Receives a PIO/P for an amendment/ follow year funding. Retrieves the PTIS participant record using family name, sex, and cooperating country. Updates the record with the new PIO/P number and date. Forwards a copy of funding PIO/P's to AID/OIT Program Manager. Forwards amending and funding PIO/P's to the Program Agent.	OIT Control or Data Entry
6.3	Receives the PIO/P's and makes required changes in participant(s) training program. Cables the mission confirming changes. Prepares "Change" PD (Part 3) and transmits the PD to AID/OIT. Prepares a budget worksheet, if required, and submits it to the AID/OIT program manager.	Program Agent

(Steps 6-4 through 6.9 correspond, respectively, to steps 2.5 through 2.11 in Table 2-2.)

6.4	See Step 2.5	
6.5	See Step 2.6	
6.6	See Step 2.7	
6.7	See Step 2.8	
6.8	See Step 2.9	

TABLE 2-6 (continued)

PROGRAM CHANGE/COMPLETION PROCESSING - DIRECTED FUNDED (U.S.)

STEP	FUNCTION	ACTIVITY
6.9	See Step 2.10	
6.10	See Step 2.11	
6.11	Verifies the participant is properly debriefed at completion of the training program. Verifies the participant departs the U.S. Verifies with the mission that the participant returns, if the participant was in an academic program. Prepares a final PD (Part 4) and forwards the PD to AID/OIT. Informs AID/OIT of each academic participant that has not returned home within 30 days of program completion.	Program Agent
6.12	Receive PD with Part 4 completed. Searches the PTIS using the participant number to obtain the participant's record and enters Part 4 data. Files the PD.	OIT Control or Data Entry
6.13	Reviews the overstay report to identify overstays who should be confirmed as "NO-GO's". Forwards the reviewed report to Data Entry.	INS Liaison Officer

2.4.9 Program Change Completion Processing- Third Country and Contract Participants

Figure 2-13 and Table 2-7 present data flows and supporting narrative for processing program changes and completions for participants administered by contractors, and for participants receiving training in a third country. The majority of the changes and completion data for third country participants are originated by missions via Part 3 and Part 4 of the PD form. Contractors also use the same parts of the PD form to submit changes and completion data.

Changes to U.S. based training programs for participants under AID or host country contracts may affect the insurance coverage of the participants. When this occurs, copies of PD's with Part 3 completed must be forwarded to the HAC Trust Fund Administrator.

Contractors administering participants receiving training in the U.S. are also responsible for obtaining the correct dates for participant departure from the U.S. and confirming their arrivals in their country of residence.

2.4.10 IAP 66A Processing

Missions forward AID/OIT a copy of each IAP 66A completed for participants entering the U.S. Either OIT control or data entry searches the PTIS data base to find participants identified by the IAP 66A'S. Family name, date of birth and cooperating country are used as the search criteria. When a match occurs, the participant record is updated to reflect receipt of the IAP 66A. An undefined record is created for participants not maintained by the PTIS. The undefined record stays in that state until the appropriate primary source document is received.

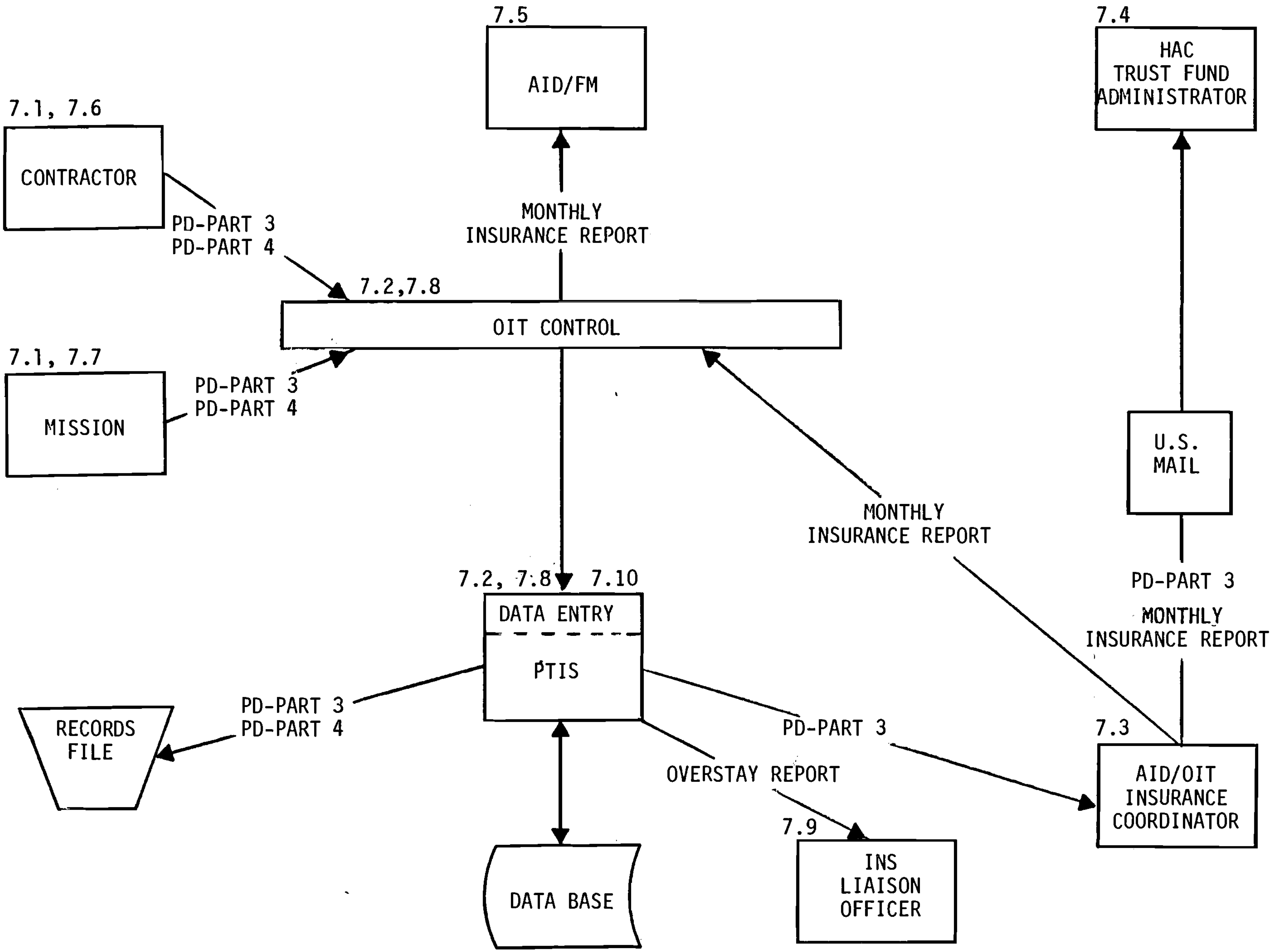

Figure 2-13: Program Change/Completion Processes - Third Country and Contract Participant

TABLE 2-7

PROGRAM CHANGE/COMPLETION PROCESSING - THIRD COUNTRY AND CONTRACT

STEP	FUNCTION	ACTIVITY
7.1	Identifies changes to third country training programs by completing Part 3 of a PD and forwarding a copy to AID/OIT.	Mission/ Contractor
7.2	Copy of the PD with Part 3 completed is received. PTIS is searched for applicable participant record and program changes are entered. The serialized PD number which is also the participant number is used as the search criteria. A copy of the PD is forwarded to AID/OIT insurance coordinator if the change impacts insurance coverage.	OIT Control or Data Entry
7.3	Reviews the PD and if it impacts insurance coverage, forwards the PD to the HAC Trust Fund Administrator. Also sends monthly insurance reports to HAC TFA and AID/FM.	AID/OIT Insurance Coverage
7.4.	Updates appropriate files. Reviews the monthly report and coordinates changes with AID/OIT.	HAC Trust Fund Administrator
7.5	Reviews the monthly report and coordinates change with AID/OIT.	AID/FM
7.6	Verifies the participant is properly debriefed at completion of a program. Verifies that technical participants depart the U.S. Verifies with missions that academic participants arrive in their home country. Prepares a final PD (Part 4) and forwards it to AID/OIT. Informs AID/OIT of academic participants not returning to their home country within 30 days or program completion.	Contractor
7.7	Prepares a final PD (Part 4) and forwards it to AID/OIT when a participant returns from third country training.	Mission

TABLE 2-7 (continued)

PROGRAM CHANGE/COMPLETION PROCESSING - THIRD COUNTRY AND CONTRACT

STEP	FUNCTION	ACTIVITY
7.8	Searches PTIS data base and enters data for the appropriate participant record.	OIT Control or Data Entry
7.9	Reviews the overstay report to identify overstays that should be confirmed as "NO-GO's". Forwards the reviewed report to Data Entry.	AID/OIT Liaison Officer
7.10	Updates applicable participant record.	Data Entry

SECTION 3

3.0 Participant Training Information System (PTIS) Functions

This section describes the functional characteristics of the proposed conceptual PTIS. The discussion is at a level of detail that facilitates an integrated understanding of the purpose and characteristics of each function. Diagrams, depicting the functional structure, graphically display the proposed PTIS concepts.

The PTIS supports many of the participant tracking, program planning and evaluation functions of AID/OIT and receives information from and supplies information to other organizational entities within and external to AID. The system maintains two major files. One major file contains participant information. The other contains contractor data.

Input data for the PTIS is obtained from source documents or computer readable magnetic media. Source documents are originated by bureaus and missions, AID/OIT, training contractors, program agents and other offices within AID. Figures 2-4 and 2-5, in the previous section, display the PTIS source documents and the use of each as a primary or supplementary data source.

PTIS outputs are used for AID/OIT internal purposes and for supplying information to other AID offices and to external users. System outputs may be produced, as screen (CRT) displays, printed copy or magnetic recordings. Some outputs are produced on a scheduled basis, others are produced as needed or on an ad hoc basis.

The conceptual PTIS as illustrated in Figure 3-1, consists of a system executive and three functional modules:

- o Data Entry Module
- o Report Generation
- o System Management,

3.1 Data Entry Module

The PTIS data entry module accepts and processes input data records in either an online or a batch mode. In either mode, the data entry module edits and validates input data, uses valid data to update the system data base and lists or displays detected input data errors, for corrective action. Data input, in batch mode, is received on computer readable media. Online data input is received on source documents.

3.1.1 Online Data Entry

The online data entry function, as illustrated in Figure 3-2, has seven subfunctions:.

- o Establish Record
- o Select Menu
- o Validation
- o Display
- o Look Up
- o External Transaction
- o Update/Create.

3.1.1.1 Establish Record

This function retrieves a record from the PTIS data base for update, if a specified participant's record exists. The record to be updated is retrieved by participant number, if it is

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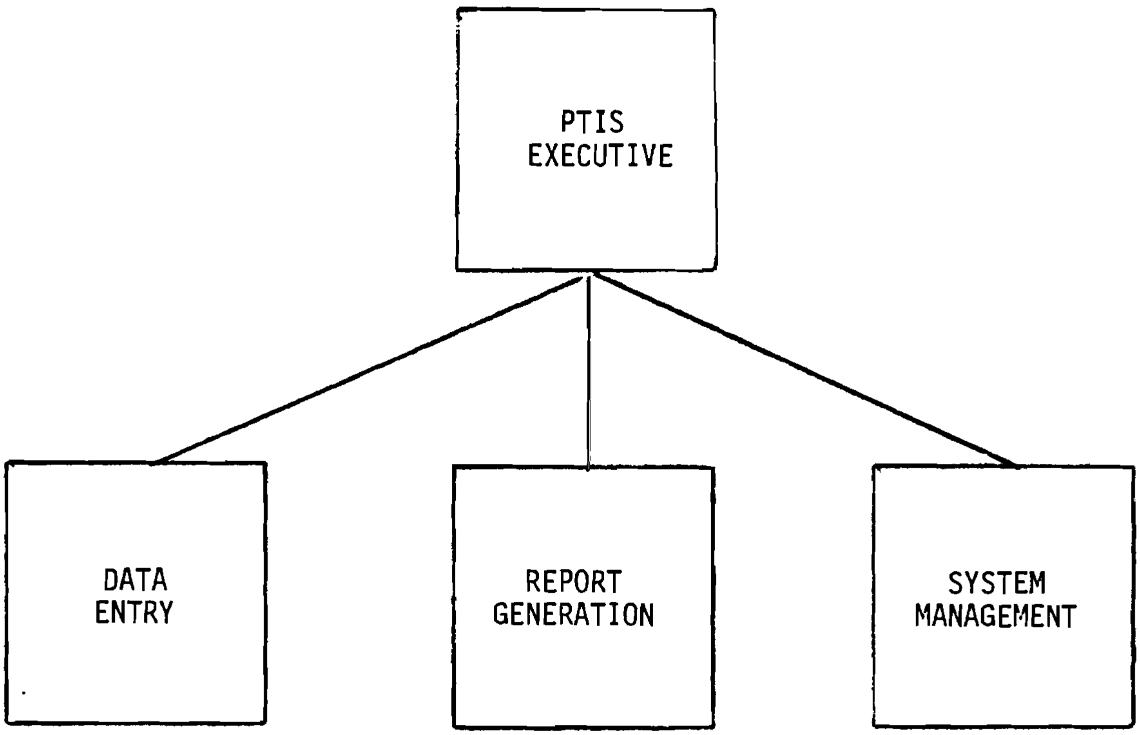

Figure 3-1: PTIS System Functions

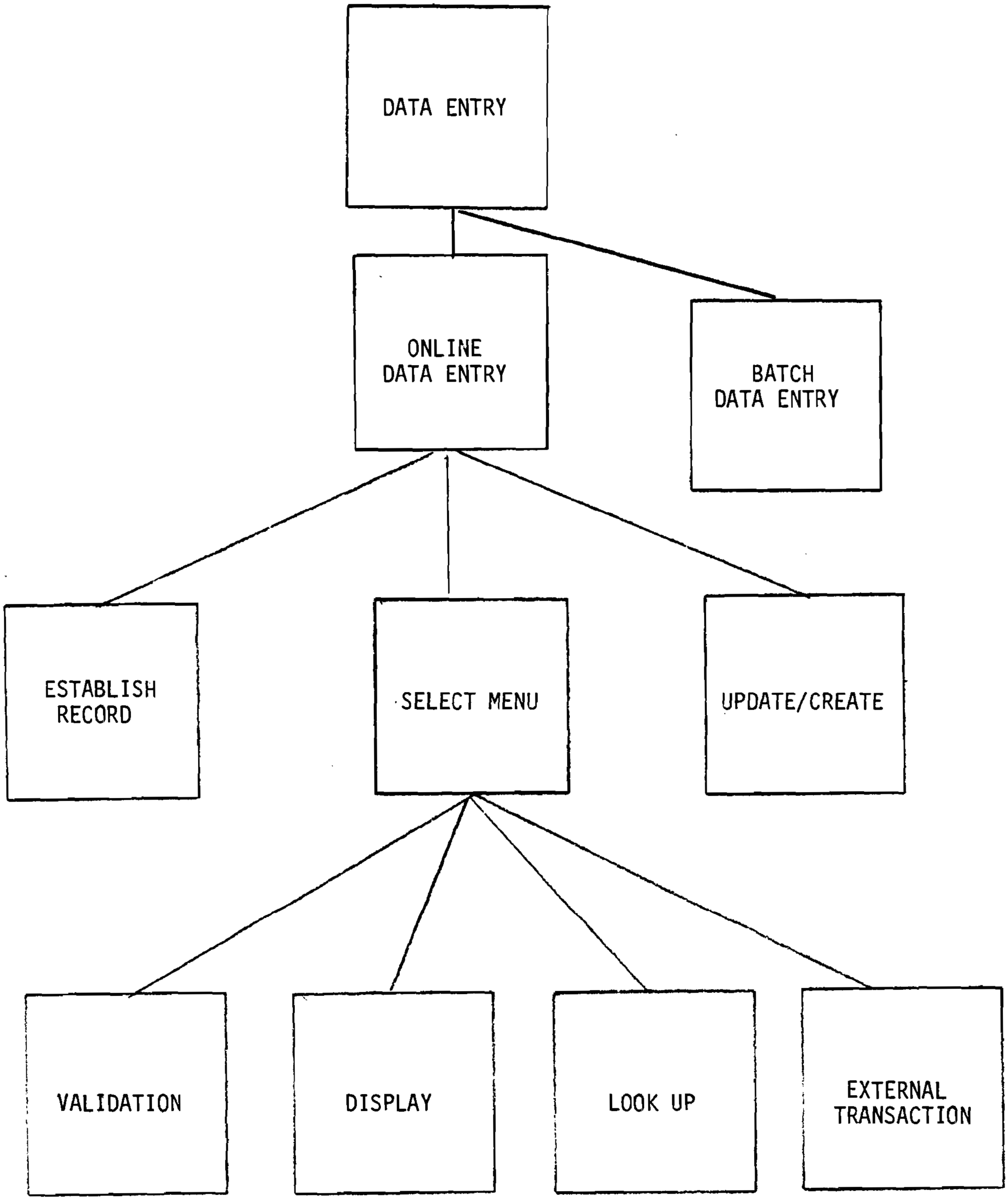

Figure 3-2: Data Entry Subfunctions

known. If the participant number is not known, the participant can be located by searching on a combination of name, birthdate, and cooperating country. The participant's name may be specified using segments of his or her name to generalize the search when there is some doubt as to how the name is spelled.

If the system locates more than one qualifying participant, this function permits the operator to select the participant record from a displayed list or to reinitialize the search. If no participant record exists, this function permits all complete search parameters to be used as direct input to establish a new record.

3.1.1.2 Select Menu

This function performs as an executive module once a record has been established. It permits the operator to select the appropriate screen and perform one of the following subfunctions:

- Validate
- Display
- Look Up
- External Transaction
- Update/Create.

3.1.1.3 Validation

The validate function performs range, format and consistency checks on all data elements entered by the operator. This function verifies that newly entered data elements are consistent with previously entered data, even if the previous data is not displayed on the selected screen. All participant record data elements are available for validation processing, regardless of which screen is presented for input.

The validate function is performed after the operator has completed data entry on the formatted screen presented. Each PTIS data base element represented on the screen is appropriately verified. Fields which do not satisfy the validation criteria are identified by "blinking" or "brightening" the screen field position to indicate an error condition. Errors are identified and presented on the screen with an associated narrative message, at the operator's request. The validate function generates correct data values for data element values that can be logically generated and displays a cautionary condition for each such field.

The validate function controls record update and creation. No input record may be used to update the PTIS data base, unless it has successfully passed validation. Most validation criterion used by this function may be altered without having to physically reprogram the PTIS.

3.1.1.4 Display

The display function manages error operations and and optional displays used during data entry. The display function reconfigures screens, when multiple records have been found during table searching operations, to permit all record occurrences to be properly displayed. The display function is also used to invoke look-up processing for each field marked for look up.

3.1.1.5 Look Up

The look up function provides the operator the capability to verify coded entry data, by code or actual values. The argument value for a table search may be segmented, if it provides a reasonable uniqueness, or it may be specific. Look up may be used in conjunction with the validate function. All look up functions pending are performed prior to other validation routines. The look up function provides actual value feedback for each coded value entered. To display the actual values on the screen, the operator must select the display or validation function.

3.1.1.6 External Transaction

This function permits computer readable files from outside the PTIS to be used for updating or verifying PTIS records. The function makes a field by field comparison for potential matches prior to display. Displays for the PTIS and external record occurs under two conditions: a field value exists in the external record, but not in the PTIS record; or field values exist in both records, but are different.

This function is supported by the look up function which permits prescreening of an external file to identify and isolate those records that have a high probability being unidentified from primary source documents. This subset file is then used by the operator for trial matching on similar records.

3.1.1.7 Update/Create

The purpose of this function is to create a new record or to update an existing record. A new record will be created, only if the participant record status condition is set to `new' during the edit session for this specific record. If the participant is new, this function will generate the next sequential number to be used for file control. If the record being created is for a directly funded participant, the function will assign the value of the current file control number to the participant number. The function will automatically assign the update or record creation date and the identity code of the source document used to establish or update the record.

3.1.2 Batch Data Entry

Data received on computer readable media is processed in a batch mode by the conceptual PTIS. The data undergoes validation checks similar to those for online data entry. Sources of this data are AID/FM, AID/CM, USIA and INS. Interface batch processing is more fully discussed in Section 6.

3.2 Report Generation

The report generation function manages the report libraries and directories through executive procedures. These procedures permit the operator to interactively select standard PTIS report programs, specify selection criteria, and execute specified report programs. Report generation maintains a dialogue with the operator through the use of menus and conversational interaction. The report generation functions and procedures satisfy at least 70% of the common operationally oriented report queries presented to the PTIS. Report generation also makes reports available online for access by other AID users either in report form or in a file form suitable for use as a computer readable transaction file.

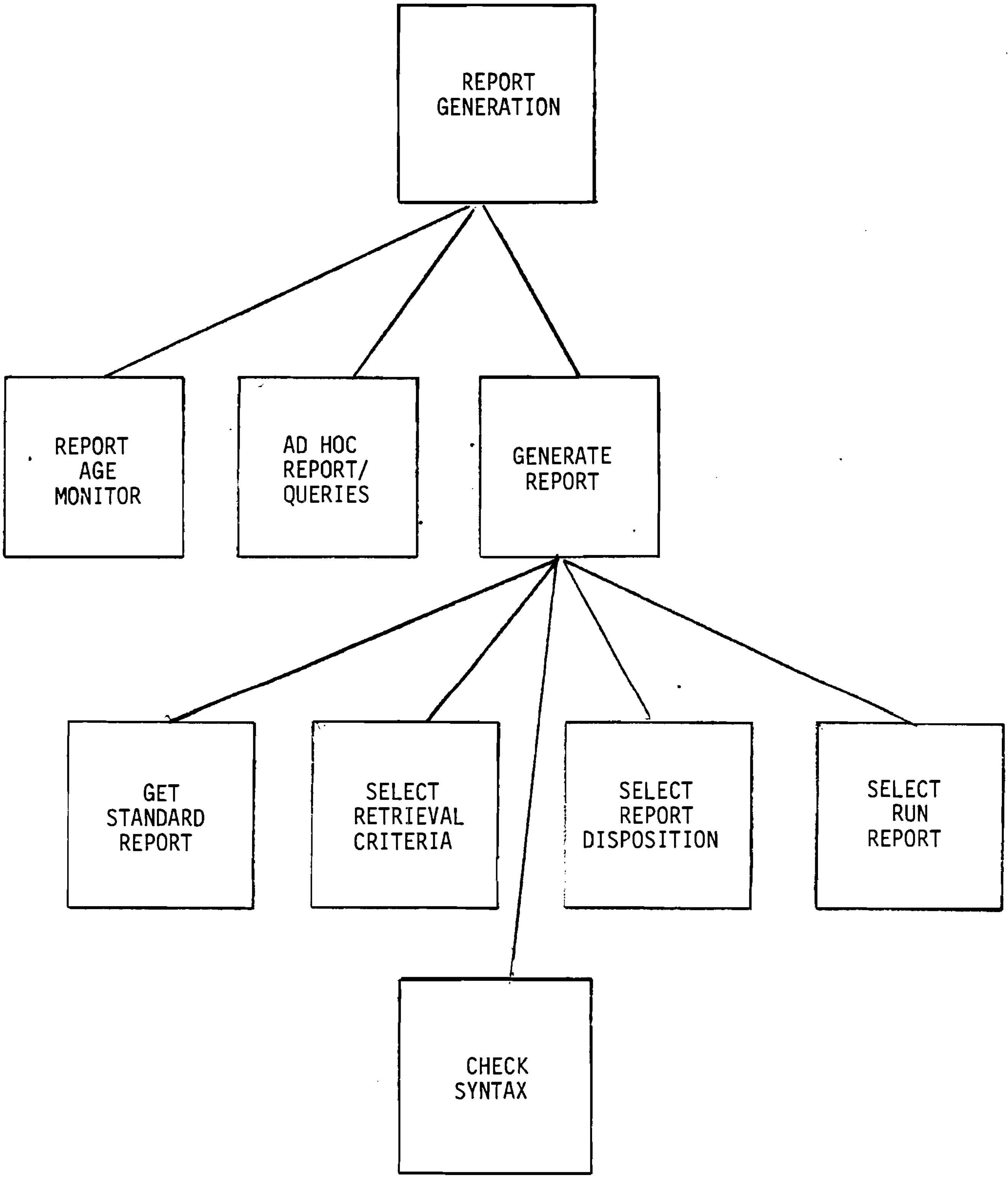

Figure 3-3: Report Generation Subfunctions

Report generation, as illustrated in Figure 3-3, consists of three subfunctions:

- o Generate Report
- o Ad Hoc Report Queries
- o Report Age Monitor

3.2.1 Generate Report

This subfunction is a system executive procedure used by the operator to create reports through a conversational editing process. The operator is provided a menu of reports and a menu of selection criteria. The operator provides parameters for each record selection criteria. For example, from a range of prewritten standard reports available in the PTIS report library, the operator may select one or more specific standard reports.

The operator is then presented a list of selection criteria, e.g., Cooperating Country, Active Date, Training Arrangement, Degree Objective or Field of Study. The operator selects the desired criteria and enters the associated parameters. The system verifies these parameters for legal syntax, format, and range. The operator-selected parameters are then displayed.

The system then returns to the selection criteria screen to permit further operator entries. Each selection criteria is logically connected with an "and" operator that results in one compound record selection being produced. This selection statement is merged with the standard report program selected and with any required supporting syntax to produce an executable INQUIRE or SAS program. When the program building process is complete, a copy is saved in a temporary library for later use.

Before actual execution , the report program should be tested with a small test data base, where data base contents are highly defined, and where report results can be easily verified. After successful testing, the report program may be executed against the PTIS data base.

3.2.2 Ad Hoc Report Queries

This function uses built-in INQUIRE and SAS features and the services of a system analyst. The program documentation features provided by the system management function assure that system analyst generated report programs are properly specified.

The first and most important step in creating a PTIS ad hoc query or report is developing a set of report requirements that clearly specify the report requestor's requirements. After having developed a set of report requirements, in coordination with the requestor, the analyst specifies the report program requirements, using the PTIS online report program documentation prompter, which is built into the PTIS system management function. This feature assigns a report program name and tracks all report program versions associated with the report specification.

Before preparing a new program, the analyst checks the library for a similar query that has been previously produced and kept on file. If this is the case, the operator can retrieve a copy of this similar program and modify it to satisfy his or her report requirements; otherwise, the analyst prepares the program from scratch.

Once the program is developed, it is verified for syntax, and then verified against a test data base, which is a very small version of the PTIS data base. Verification detects and corrects program errors to assure successful report generation when the report program is run against the full PTIS.

3.2.3 Report Age Monitor

This subfunction is used to purge online report files from the system when they have aged to a specified time limit, or are to be replaced with an updated version.

3.3 System Manager

This function performs operations oriented system management. Figure 3-4 illustrates the subfunctions.

3.3.1 Generate Specifications

This subfunction provides an online means for ensuring that AID/OIT developed report programs are documented, and subjected to a limited, but sufficient, level of configuration management.

3.3.2 PTIS Change Request

This subfunction provides an online means for submitting requests for PTIS system changes, and provide the means to monitor approval and implementation progress.

3.3.3 PTIS Message Handler

This subfunction provides three levels of message handling:

(1) System messages for time/event detected conditions,

(2) System messages to announce operational conditions to operators and report users, and

(3) System maintenance messages which are maintained in a dated PTIS worklog that includes progress monitoring capabilities.

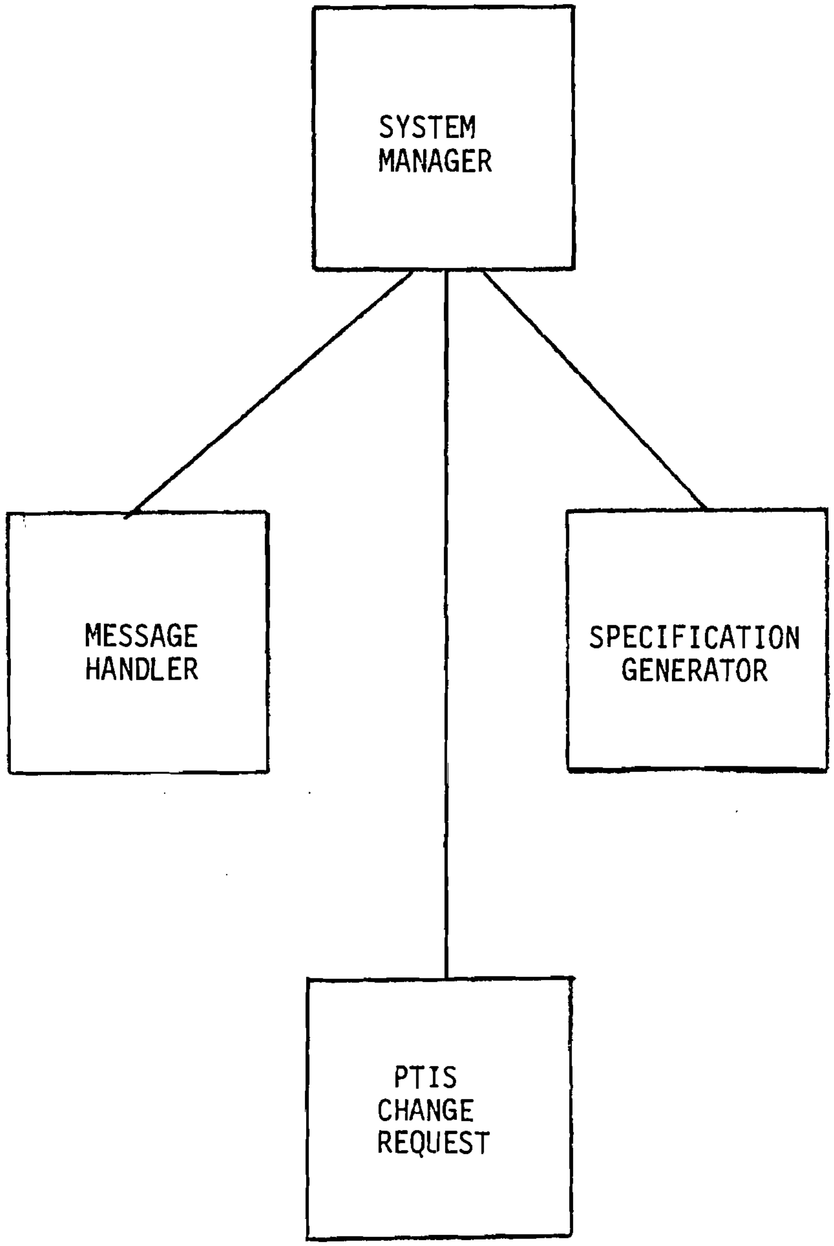

Figure 3-4: System Management Subfunctions

SECTION 4

4.0 System Inputs

The majority of the input data for the conceptual PTIS are from source documents forwarded to OIT for online data entry. Some input data are from automated systems which interface with the PTIS while other input data originate within OIT. A few data elements are automatically generated by the PTIS.

Two source documents, currently used by the prototype PTIS, and a new source document provide input data for the conceptual PTIS. Four previously used source documents were replaced by the new document, the Participant Data (PD) form. The documents replaced are:

- o Health and Accident Coverage (HAC) Program Participant Enrollment Card (AID 1380-98)
- o Monthly Report on Third Country Training (AID 1380-7)
- o Monthly Report of Participants under Grant, Loan or Contract Programs (AID 1380-9)
- o Participant Program and Training Data (AID 1380-59)

A copy of each of these forms is displayed in Appendix B.

PTIS system inputs can be classified as either primary or supplemental inputs. Primary input documents provide the main source of data essential to the integrity of the PTIS data base. Supplemental input documents provide data items which reinforce or provide a cross-check on data received from primary inputs and serve to improve the quality of the PTIS data base. Supplemental input documents were incorporated in the PTIS, because of concerns about the quality and timeliness of of primary input documents. The use of supplemental input documents should be analyzed periodically to evaluate their continued usefulness to the PTIS.

Unless a participant is entered into the PTIS with data from the specified primary input document, the participant is classified as undefined. A properly entered participant is eligible for insurance and is tracked through all phases of his or her training program by the PTIS. Participants entered in the PTIS from supplemental source documents are not eligible for insurance payment and are not tracked by the PTIS. An undefined participant may be reclassified as active, if a primary source document for that participant is submitted to OIT. This section identifies and discusses PTIS primary and supplemental source documents.

4.1 Primary Input Documents

A participant's funding arrangement and country of training determines the primary input document which must be forwarded to OIT to create a participant record in the PTIS. The relationship between funding arrangement and primary source documents is:

Funding Arrangement	Primary Source Document
Direct Funding	PIO/P
Contract Funding	PD
Third Country Direct	PIO/P
Independently Funded	PIO/P

Although the PIO/P and PD are the only primary input documents used to create participant records in the PTIS, data essential to the operations of the PTIS is entered from other source

DATA PROCESSING
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Subsection(s) ______

Date Documented ______

☐ New ☐ Revision

Change Notice # ______

SYSTEM TITLE:	SYSTEM ID:
PARTICIPANT TRAINING INFORMATION SYSTEM	PTIS

REPORTS LAYOUTS

```
****************
*   ENQUIRE    *
*CONTROL NUMBER* DO NOT WRITE                    ASSIGNMENT OF PROGRAM AGENT
*              * IN THIS BLOCK
*   XXXXXXXX   *                                                                         DATE:  XX/XX/XX
****************

 PARTICIPANT NAME (LAST)   (FIRST)        (MIDDLE)       PIO/P NUMBER    COOP COUNTRY    BIRTH DATE  SEX
 XXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXX XXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XX/XX/XX    X

 PARTICIPANT NUMBER  PROJECT NUMBER  TYPE TRAINING  TRAINING COUNTRY  TRAINING ARRANGEMENT  DATE ENTERED PTIS
 XXXXXX              XXXXXX          XXXXXXXXX      XXXXXXXXXXXXXXX   XXXXXXXXXXXXXXXXXXXX  XX/XX/XX

 REQUESTED START DATE   DATE PIO/P ISSUED  DOCUMENTS FORWARDED
 XX/XX/XX               XX/XX/XX           XXXXX, XXXXXXX, XXXXXXXXXX, XXXXX, XXXXXXXXXXX

                                           COMMENTS:  (NOT TO BE KEY ENTERED)
                                           ***********************************************************
 PROGRAM AGENT ASSIGNED  INIT.             *                                                         *
******************************             *                                                         *
*                        *   *             *                                                         *
******************************             *                                                         *
                                           *                                                         *
                                           *                                                         *
DATE FORWARDED TO DATA ENTRY               *                                                         *
      /____/____/____/                     *                                                         *
        MM   DD   YY                       *                                                         *
                                           *                                                         *
                                           *                                                         *
                                           *                                                         *
                                           *                                                         *
                                           *                                                         *
                                           *                                                         *
                                           *                                                         *
                                           *                                                         *
                                           *                                                         *
                                           ***********************************************************
```

Fold back at dotted line.

Figure 4-1: Assignment Form

DATA PROCESSING
SYSTEM DOCUMENTATION AND
OPERATING PROCEDURES MANUAL

Subsection(s) ______

Date Documented ______

☐ New ☐ Revision

Change Notice # ______

SYSTEM TITLE: PARTICIPANT TRAINING INFORMATION SYSTEM

SYSTEM ID: PTIS

REPORTS LAYOUTS

```
                              PARTICIPANTS IN OVERSTAY STATUS

PARTICIPANT NAME                        PART. NO  PIO/P NUMBER     COOP COUNTRY     BIRTH DATE  SEX  TYPE TRNG  ONBOARD    COMPLN
                                                                                                              DATE       DATE
   VISA END   IAP 66A  TRNG  PROGRAM AGENCY  CNTR   LAST  FAC END    DEP DATE  INS MATCH  I-94 ADM NUMBER   NONRETURNEE
   DATE       NUMBER   ARNG                  NO     FACL  DATE       (ACAD)    (ACAD)     (ACAD, IF KNOWN)  CNFRMED DATE

XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX     XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XX/XX/XX    X   XXXXXXXXX  XX/XX/XX   XX/XX/XX
   XX/XX/XX   XXXXXX   X     XXXXXXXXXXXXXX  XXXX   XXXX  XX/XX/XX   XX/XX/XX  XXXXXX     XXXXXXXXXXXX      XX/XX/XX
XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX     XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XX/XX/XX    X   XXXXXXXXX  XX/XX/XX   XX/XX/XX
   XX/XX/XX   XXXXXX   X     XXXXXXXXXXXXXX  XXXX   XXXX  XX/XX/XX   XX/XX/XX  XXXXXX     XXXXXXXXXXXX      XX/XX/XX


TOTAL PARTICIPANTS IN OVERSTAY STATUS:  XXX
```

← Fold back at dotted line.

Figure 4-2: Overstay Participants

PTIS DATA MODIFICATION REQUEST

FILE NAME: PARTICIPANT/CONTRACTOR PARTICIPANT NUMBER: ____________

PARTICIPANT NAME: ____

(LAST) (FIRST) (MIDDLE)

IDENTIFICATION OF MODIFIED FIELD AND DESCRIPTION OF MODIFICATION:

REQUESTED BY: ____

DATE OF REQUEST: ___/___/___ DATE APPLIED: ___/___/___

INITIALS: ____________

Figure 4-3: PTIS Data Modification Request

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documents. The following paragraphs discuss the primary input documents.

4.1.1 Project Implementation Order/Participant (PIO/P)

PIO/P forms will continue to be submitted to OIT for participant training programs which are funded directly or independently and for participants receiving training in third countries. When a PIO/P identifies a new training program, data on the form is used to create a new participant record. If a PIO/P form amends or provides additional funding for an ongoing program, the appropriate participant records maintained in the PTIS are updated. A single PIO/P can identify training programs for more than one participant and a PTIS record is created or updated for each participant on the form. The current manual operations associated with logging PIO/P's, generating participant numbers and typing route sheets are replaced by the PTIS.

PIO/P packages for directly funded participants are routed to OIT/CM for program agent assignment. A computer-generated assignment form is attached to the package. The assignment form contains the participant data initially entered in the PTIS and provides space for entering the name of the assigned program agent and the date of assignment. Figure 4-1 presents an example of the assignment form. OIT/CM verifies the participant data, places the program agent name and date of assignment on the form and forwards a copy to data entry.

PIO/P packages for directly funded participants and independently funded participants, in an academic training program, are forwarded to assigned program agents with a PD form containing Part 1 data. Part 1 data is printed on the form by the PTIS. PIO/P's for independently funded participants enrolled in technical programs and participants receiving training in third countries are filed, after the participant data is entered in the PTIS.

4.1.2 Participant Data Form (PD)

The new PD form is a multi purpose form used to enter new participant records into the PTIS, to report the occurrence of changes in participant status and training programs, and to replace the HAC card as the vehicle for identifying participants covered by AID insurance. Appendix A contains a copy of the PD form.

The PD form is a four-part form. Each part is designed to provide data related to particular phases of a training program. The four parts are:

- o Part 1 - Administrative Data
- o Part 2 - Program Data
- o Part 3 - Program Changes
- o Part 4 - Program Completion Data

Some fields of the form are color coded to indicate that they are to be filled out only by specified entities, i.e., program agents or contractors.

The PD form is a multi copy form. The various copies are used to notify OIT, program agents and the insurance trust fund administrator of new participants and of changes in the status of active participants and their training programs. One copy is a file copy. Four different colors are used to identify the six copies of the PD. The title of each copy and its respective color is:

- o Initiate Participant Program (White)
- o Insurance Copy (Blue)
- o Agency Programming/Changes/Completion Data (Green - 3 copies)
- o File Record (Rust)

The PD form, for contractors, carries a preprinted participant number (Control Number). For directly funded participants and OIT-assigned independently funded participants, the participant number will be system generated. This number also serves as the HAC administrator's participant identifier.

An advantage of preprinted numbers for contract participants is that the contractor will be able to give the participant his participant (HAC) number upon, or prior to, his U.S. arrival. In the current system only direct participants can obtain this information at this early stage. Another benefit to the preprinted participant number for contract participants is that the contractor will know each number, without OIT feedback.

While the preprinted participant number is appropriate for contractors, the system-generated concept works well for direct and OIT-assigned independently funded participants. OIT would be hampered by forms containing preprinted participant numbers because a computer record is generated prior to program agency receipt of the training request; OIT communicates the system generated participant number to the program agent via a PD with Part 1 data that was automatically printed. Continuous-feed, blank PD forms are maintained in one of OIT's printers especially for this purpose. The use of the PD form varies, depending on the funding arrangement for a participant program and the country of training.

4.1.2.1 PD Usage For Directly Funded Participants

Program agents receive all six copies of the computer-generated PD forwarded by OIT. When programming actions are completed, Part 2 of the form is completed and the insurance copy (blue) is forwarded to the Trust Fund Administrator (TFA). A green copy is forwarded to OIT. If any changes occur to a participant's training program, the changes are entered in Part 3 of the PD and a copy is forwarded to OIT. If the changes affect insurance coverage, a copy is also forwarded to the TFA.

Part 4 of the PD form is completed and forwarded to OIT when a program agent's responsibility for a training program is ended. For participants in technical programs, this occurs when the program is completed, successfully or otherwise, and the participant departs the U.S. For academic participants, Part 4 is completed when a mission confirms the return of the participant to his/her country. Program agents retain the file record copy of the PD.

4.1.2.2 PD Usage For AID Contract Administered Training (U.S.)

AID contractors, providing programming assistance for participants receiving training in the United States, complete Part 1 and Part 2 of a PD when programming actions are completed. A white copy and a blue copy is forwarded to OIT. OIT personnel review the PD and, if it is properly filled out, enter the participant in the PTIS and forward the blue copy (insurance) to the TFA. The white copy of the PD is filed, if necessary.

Contractors enter any changes to a participant training program in Part 3 of a participant's PD and forward a green copy to OIT. If the change affects insurance coverage, OIT will make another copy of the PD and forward it to TFA.

AID contractors handle program completions as previously discussed for directly funded participants. AID contractors also maintain the file record (rust) copy of the PD.

4.1.2.3 PD Usage For Host Country Contractors

Organizations under contract to host countries to provide programming assistance, for participants receiving training in the United States, use the PD as previously discussed for AID contractors (paragraph 4.1.2.1). Some differences occur because participants receiving funding from host countries are not required to use AID HAC insurance. If the initial PD received by OIT indicates AID insurance coverage, the blue copy is forwarded to TFA.

4.1.2.4 PD Usage For Independently Funded Participants

Part 1 of the PD is automatically generated by the PTIS when independently funded participants enrolled in academic training programs are entered in the PTIS. Assigned program agents must complete Part 2 of the PD and forward it for data entry when programming is completed. Since independently funded participants are not eligible for AID insurance, a copy is not forwarded to TFA.

Assigned program agents enter changes to training programs in Part 3 and forward a green copy for entry in the PTIS. Program completions are handled as previously discussed for directly funded participants. The file record (rust) copy of the PD is maintained for historical purposes.

PD's are not used for independently funded participants enrolled in technical training programs. Amended PIO/P's are used to identify program changes, for such participants.

4.1.2.5 PD Use For Directly Funded Third Country Training

Participants receiving third country training, funded directly by AID, are initially entered in the PTIS via PIO/P's submitted by missions. The PD is used to notify OIT of program changes and program completions. Program changes are entered in Part 3 of the PD and a green copy, with Part 1 completed, is forwarded to OIT. Copies are not forwarded to TFA since third country participants are not eligible for AID insurance.

When a participant departs the country of training or returns to his/her country of residence, applicable fields of Part 4 are filled out and a green copy forwarded to OIT. The file record copy is maintained by the originator of the PD.

4.1.2.6 PD Usage For Contract Administered Third Country Training

PD form usage for contract administered third country training differs little from its use in other contract administered training. The only procedural difference is that a copy of the PD is not sent to the insurance administrator.

4.1.3 Participant Assignment Form

The Participant Assignment Form is automatically generated by the PTIS whenever data from a new directly funded or OIT assigned independently funded PIO/P is entered. The form is attached to the PIO/P package and forwarded to Contract Management for program agent assignment. Individuals performing the assignment review the contents of the form, note any changes, place the name of the assigned program agent in the space provided on the form, write the appropriate date on the form, supply any comments and route the form back to data entry.

4.1.4 Training Implementation Plan (TIP) Completion Cable

A copy of the completed TIP cable is forwarded to data entry by OIT program managers. The date of the TIP cable is entered into the applicable participant record.

4.1.5 Confirmation Cable

Confirmation cables are forwarded to data entry by program managers. The date of the cable and program cost and duration data is entered in the applicable participant record.

4.1.6 Immigrant and Naturalization Service (INS) Liaison Officer

The OIT INS liaison officer uses the Participants in Overstay Status Report to indicate which participants are confirmed "no-goes". Figure 4-2 displays a copy of the report.

4.1.7 Participant Record Modification

Participant records maintained in the PTIS may require modification as a result of discrepancies noted by OIT internal operations or through coordination with organizations external to OIT. All modifications to PTIS records should be accomplished by written requests. Figure 4-3 provides a sample of a form which could be used. The actual format of the form should be determined during detail design.

4.1.8 System Generated Data

The PTIS automatically generates certain numbers and dates during system operations. These data elements are:

- INS Indicator
- Insurance Entitlement Indicator
- Participant Number
- Participant Record Indicator
- Record Creation Date
- Type Source Document
- Update Date
- Visa Source Match

Section 9 defines these elements.

4.2 Supplemental Inputs

Data from supplemental inputs are used in the PTIS to improve the quality of data maintained in the data base and, for visa data, to increase the number of participants maintained in the PTIS.

Data entered into the PTIS from supplemental documents or files should be evaluated periodically to determine its usefulness to the PTIS. If the data does not improve the quality of the PTIS data or increase the number of participants maintained in the PTIS, the use of the documents or files should be discontinued. However, if the data improves the quality of the PTIS data base or increases the number of participants maintained, applicable supplemental documents or files should be evaluated for use as a primary input.

4.2.1 IAP 66A Visa Application Form

The responsible official who issues and signs this form is required to send Copy 5 (the blue copy) to OIT. There should be an IPA 66A for every participant to be trained in the U.S., whether he or she is a directly funded, independently funded or a contract participant. Since the form authorizes a maximum of one year's stay in the U.S. A participant whose program exceeds one year's time must have an additional IAP 66A submitted to OIT to extend his or her visa. Participants entered into the PTIS from visa data are classified as undefined participants.

4.2.2 Unfunded PIO/P's

During the transition from the prototype PTIS to the conceptual PTIS, OIT will continue to receive PIO/P's for unfunded training programs. While the primary source document for unfunded participants is a PD form, the conceptual PTIS will use the PIO/P to enter the participant in the PTIS. However, the participant will be maintained in an undefined status until the appropriate PD is received.

4.2.3 AID/FM's Participant Payment System

The main purpose of accessing Financial Management's Participant Payment System (PPS) is to obtain the PIO/P date of issuance and the amount of funding and duration of funding for each PIO/P. A computer program executed in batch mode is the vehicle best suited to accomplish this purpose. Additionally, OIT may wish to access the PPS, on an ad hoc basis, to associate PPS data elements with the corresponding PTIS data on direct participants. This interface is discussed in detail in Section 6.1.

4.2.4 Office of Contract Management's COORS Data Base

The purpose of interfacing with the Office of Contract Management's COORS Data Base is to obtain contract data for use in conjunction with the PTIS Contractor Extract File. Contract data obtained from the COORS is used to verify contract data in the Contractor Extract File or to build records of unknown contractors. The Contract Management interface is discussed in detail in Section 6.2.

4.2.5 USIA's Exchange Visitor Information System (EVIS)

The purpose of the EVIS inteface is to ensure the inclusion of all legitimate AID participants in OIT's data base. Section 6.3 contains a detailed discussion of this interface.

4.2.6 INS Non-Immigrant Information System (NIIS)

The new PTIS will interface with the INS NIIS to obtain INS departure data on U.S. trained participants whose programs have ended. Section 6.4 contains a detailed discussion of this interface.

4.2.7 USDA and Partners in International Education and Training

As program agents, the USDA and Partners will be charged with regularly exchanging PD data with OIT. Since both entities maintain automated participant tracking systems in-house, it might be mutually beneficial if they were to exchange PD data in machine-readable format. These machine-readable files would replace rather than supplement the hard-copy PD forms. Other, non-automated program agencies, would continue to supply hard-copy PD forms. The interface is discussed in detail in Section 6.6.

SECTION 5

5.0 System Output

The types and contents of the reports and other outputs proposed for the new PTIS are based on the Pinkerton project team's analysis of the requirements for a PTIS. The project team's analysis of output requirements used information developed during discussions and interviews with personnel in OIT.

This section defines and discusses the system outputs of the proposed conceptual PTIS. The section is presented in five parts:

- o Participant Status Reports
- o Management Coordination Reports
- o Ad Hoc/Query Reports
- o Verification Reports
- o Statistical Reports

5.1 Participant Status Reports

Participant status information is required for successfully monitoring and managing the participant program and for coordinating and interfacing with personnel in other AID offices and other government organizations. The purpose of the status reports discussed in this section is to provide a flexible vehicle for obtaining participant status information.

Status reports can be generated to obtain information on a subset of participants in a particular status at a specific time or on a subset of participants placed in a particular status during a specific period of time. The participant data retrieved for each report is ordered by participant name unless some other order, such as cooperating country, program agent, etc. is specified. Each status report provides a count of the number of participants listed on the report. Status reports can be grouped in various combinations to generate management coordination reports.

When the new PTIS is initially implemented, status reports should be generated monthly as a quality control mechanism. After the new PTIS has been implemented for approximately three to four months, and the reports have demonstrated that the operational procedures implemented with the new PTIS are effective, some of the reports can be generated on as "as needed" basis.

5.1.1 Participant Status in the PTIS

The conceptual PTIS maintains data in participant records which allows the status of any participant to be easily determined. The Participant Record Indicator identifies the state of a participant's record while key dates and the indication of update by a particular source document identifies the specific phase or status of a participant. The record status maintained by the PTIS are:

- Undefined
- Active
- History
- Cancelled

The organization of each status report reflects a particular participant status which is the subject of that report. The participant status identified in the PTIS and reflected by these reports are:

(1) Received. The received status identifies the specific date when participant data is initially entered into the PTIS. It is not a status maintained for any length of time since each participant acquires a different status as soon as additional data is entered. Reports relating to the received status can provide information on only those participants who were successfully entered into the PTIS within a specific period of time, i.e., for a particular month, quarter, etc. Participants entered into the system as undefined participants are not included in this category. A participant entered in the PTIS in the received status is considered an active participant until retired to history status.

(2) Unassigned. Training for directly funded participants and for independently funded participants, in academic programs, are programmed by organizations under contract to AID/OIT or by OIT personnel. When data is entered into the PTIS for such a participant, he or she is in an unassigned status until a program agent is assigned. At that point, the participant status changes from unassigned to assigned.

(3) Assigned. Assigned participants are those directly or independently funded participants who have been assigned to a program agent and whose training program has not been programmed.

(4) Programmed. This category applies to those participants whose training program was completed by an assigned program agent or by a contractor, but who has not arrived at the country of training, i.e., come onboard.

(5) Onboard. A participant who has arrived at the country

of training is in the onboard status. He or she stays in the onboard status until his or her training program is completed.

(6) Completed. When a participant has finished a training program, successfully or otherwise, he or she is in a completed status. The participant remains in this status until he or she departs the country of training, returns home or becomes an overstay.

(7) Departed/Returned. Participants who have completed technical training programs in the United States and who have departed the United States are in the departed status. The departure date can be obtained from a PD form or from INS data.

Returned status references a participant who has completed an academic training program in the United States and has returned to his country, as confirmed by the mission in that country.

(8) Overstay. A participant who completes a technical program, in the United States, and does not depart the United States within 14 days after program completion, is in the overstay status. A participant who completes an academic program and whose return to his/her home country is not confirmed within 30 days after program completion, is also in the overstay status. A participant who does not depart/return because he/she has received waivers or was granted a voluntary departure exemption is not considered an overstay.

(9) Visa Expired/Expiring. A participant who receives training in the United States and who does not depart before his/her visa expires or who does not obtain a new visa before the previous one expires, is in this category. A participant whose

visa will expire within a period of time specified for a report are included in this status. A participant can be in this status and another at the same time.

(10) Retired. When a participant record is reclassified from active to history, the participant is in the retired or history status.

(11) Undefined. Any participant entered in the PTIS from any source document other than the primary source document for that type participant, is in this status. For example, data for a directly funded participant is obtained from an IAP 66A instead of the appropriate PIO/P source document. Participants stay in the undefined status until the primary source document is received or the record is removed.

5.1.2 Content of Participant Status Reports

For each report presented in this section, the following are discussed:

- Description
- Report Period
- Distribution
- Organization/Format
- Selection Criteria
- Fields

The data elements referenced during these discussions are defined in Section 9 of this report.

5.1.3 Participants Received

Description. The received status applies to any participant who is entered in the PTIS as an active participant. It does not include participants in the undefined status or participants who cancelled a training program before they arrived in the country of training to start the program.

The report is used to identify, by name, those participants who were entered in the PTIS as active participants during a specified period of time.

Report Period. Monthly at first and then as needed.

Distribution. OIT/RS.

Organization/Format Figures 5-1 presents the layout of this report.

Selection Criteria. The criteria for qualifying participants for the received status are that the Participant Record Indicator is set to "active", or was set to "history" during the period specified, and the Record Creation Date occurs within the period specified.

Fields. The majority of the values for the fields of this report are retrieved directly from correspondingly named data elements in the PTIS data base. Some are derived from the retrieved values using program logic or decode tables. An exception is the source document field which is obtained from the earliest dated entry in the Type Source Document data element.

5.1.4 Participants Unassigned

Description. This report lists all directly funded or AID/OIT assigned, independently funded participants in academic training programs, who have not been assigned to a program agent as of the end of a specific period of time. The report is used as an aid to managing program agent assignments.

REPORTS LAYOUTS

```
                                    PARTICIPANTS RECEIVED

PARTICIPANT NAME                      PART. NO  PIOP/P NUMBER     COOP COUNTRY     PROJ NO  TYPE TRNG  TRNG ARNG
   DATE      REQUESTED     DATE PIOP/PD SOURCE
   RECORDED  START DATE    ISSUED       DOCUMENT

XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX   XXXXXXXXXXXXXXX  XXXXXX   XXXXXXXXX  X
   XX/XX/XX  XX/XX/XX     XX/XX/XX     XXXXXXXX
XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX   XXXXXXXXXXXXXXX  XXXXXX   XXXXXXXXX  X
   XX/XX/XX  XX/XX/XX     XX/XX/XX     XXXXXXXX

TOTAL PARTICIPANTS RECEIVED:  XXX
```

Figure 5-1: Participants Received

Fold back at dotted line.

Report Period. Monthly.

Distribution. OIT/RS and OIT/CM. OIT/CM uses the report to assist in monitoring unassigned participants.

Organization/Format. Figure 5-2 provides a layout for this report. The entries in the report are ordered by Record Creation Date from earliest to most recent date.

Selection Criteria. The criteria for qualifying participants for the unassigned status are:

- Participant Record Indicator is set to "active"
- Training Arrangement Code is either "directly funded" or "independently funded"
- Type Training is set to "academic" for independently funded records
- Program Agency is blank.

Fields. The majority of the values for the report fields are obtained directly from correspondingly tagged data elements in the PTIS data base. Some are obtained from PTIS decode tables using retrieved codes. Exceptions to this are:

Name	Derivation
Date entered PTIS System	Obtained from the value contained in the Record Creation Date data element
Total Unassigned Participants	Count of the number of unassigned participants found.

5.1.5 Participants Assigned

Description. This report applies to those directly funded or independently funded participants who are entered in the PTIS as active participants for assignment to a program agent. The

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SYSTEM TITLE: PARTICIPANT TRAINING INFORMATION SYSTEM

SYSTEM ID: PTIS

REPORTS LAYOUTS

```
                                          PARTICIPANTS UNASSIGNED

PARTICIPANT NAME                    PART. NO  PIO/P NUMBER     COOP COUNTRY     PROJ NO  TYPE TRNG  TRNG ARNG
   DATE      REQUESTED    DATE PIO/P
   RECORDED  START DATE   ISSUED

XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XXXXXX   XXXXXXXXX  X
   XX/XX/XX  XX/XX/XX     XX/XX/XX
XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XXXXXX   XXXXXXXXX  X
   XX/XX/XX  XX/XX/XX     XX/XX/XX


TOTAL PARTICIPANTS UNASSIGNED:  XXX
```

Figure 5-2: Participants Unassigned

Fold back at dotted line.

report is used to identify, by name, the participants maintained in an assigned status at a particular time or those who were placed in that status during a period of time.

Report Period. Monthly at first and then as needed.

Distribution. OIT/RS, OIT/CM and any other interested and authorized organizational entity.

Organization/Format. Figure 5-3 presents the organization and layout of this report. The report is ordered alphabetically by participant last name. Assigned participants can be grouped by program agent, contractor, country or any other field contained in the report.

Selection Criteria. The criteria for qualifying participants for the assigned status are:

- Participant Record Indicator is set to "active"
- Training Arrangement Code indicates either "directly funded" or "independently funded"
- Program Agent contains a value other than blanks.

If the assigned status is associated with having occurred during a period of time, the criteria used for qualification are:

- Participant Status Indicator is "active" or was set to "history" during the period specified
- Type Source document indicates the entry of data from a Program Agent Assignment Form during the period of the report.

Fields. The values for the fields of this report are retrieved directly from correspondingly named data elements in the PTIS data base or derived from the retrieved values using program logic or decode tables.

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[ ] New [ ] Revision

Change Notice # ______

SYSTEM TITLE: PARTICIPANT TRAINING INFORMATION SYSTEM	SYSTEM ID: PTIS

REPORTS LAYOUTS

```
                                PARTICIPANTS ASSIGNED

PARTICIPANT NAME                        PART. NO  PIO/P NUMBER     COOP COUNTRY     BIRTH DATE  SEX  TYPE TRNG  ASGN DATE
   REQ STRT DATE  TIP CABLE DATE  TRAINING COUNTRY  TRAINING ARRANGEMENT  PIOP/PD DATE  DATE RECORDED
      DOCUMENTS FORWARDED

XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XX/XX/XX    X    XXXXXXXXX  XX/XX/XX
   XX/XX/XX       XX/XX/XX        XXXXXXXXXXXXXXX   XXXXXXXXXXXXXXXXXXXX  XX/XX/XX      XX/XX/XX
      XXXXX, XXXXXXX, XXXXXXXXXX, XXXXX, XXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XX/XX/XX    X    XXXXXXXXX  XX/XX/XX
   XX/XX/XX       XX/XX/XX        XXXXXXXXXXXXXXX   XXXXXXXXXXXXXXXXXXXX  XX/XX/XX      XX/XX/XX
      XXXXX, XXXXXXX, XXXXXXXXXX, XXXXX, XXXXXXXXXXX


TOTAL PARTICIPANTS ASSIGNED:  XXX
```

Figure 5-3: Participants Assigned

Fold back at dotted line.

The Total Participants Assigned field is a count of the number of participants listed on the report.

5.1.6 Participants Programmed

Description. This report applies to those participants whose status changed from assigned to programmed as a result of programming efforts by a program agent. It also applies to those participants entered in the PTIS as active participants upon the receipt of a contractor submitted PD indicating programming efforts were completed. The report can be used to identify, by name, those participants maintained in a programmed status at a specific time or those who were placed in the programmed status during a specified period of time.

Report Period. Monthly at first and then as needed.

Distribution. OIT/RS, OIT/CM, and any other interested and authorized organizational entity.

Organization/Format. Figure 5-4 presents the organization and layout of this report which is ordered alphabetically by participant last name. Programmed participants can be grouped by any report field but would have the best utility grouped by Program Agent.

Selection Criteria. The criteria for qualifying participants for the programmed status are:

- Participant Record Indicator is set to "active"
- Onboard Date is a date later than the time of the report

REPORTS LAYOUTS

```
                                PARTICIPANTS PROGRAMMED

PARTICIPANT NAME                         PART. NO  PIO/P NUMBER     COOP COUNTRY     BIRTH DATE  SEX  TYPE TRNG  PROGRAMMED DATE
   REQ STRT  EST COMP  CNFRM CB  PROGRAM AGENCY     TRAINING COUNTRY  STDY  MAJ   DEGREE OBJ  1ST  FAC STRT    FAC END
   DATE      DATE      DATE                                           FLD   CRSE              FACL DATE        DATE
      INS STRT  INS END   TRNG    CNTR  PRGM  PROJECT NO
      DATE      DATE      ARNG    NO    ID

XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XX/XX/XX    X    XXXXXXXXX  XX/XX/XX
   XX/XX/XX  XX/XX/XX  XX/XX/XX  XXXXXXXXXXXXXX     XXXXXXXXXXXXXXX  XXXX    XXXX  XXXXXXXXX   XXXX XX/XX/XX    XX/XX/XX
      XX/XX/XX  XX/XX/XX  XXXX    XXXX  XXXX  XXXXXXXX
XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX XX/XX/XX     X    XXXXXXXXX  XX/XX/XX
   XX/XX/XX  XX/XX/XX  XX/XX/XX  XXXXXXXXXXXXXX     XXXXXXXXXXXXXXX  XXXX    XXXX  XXXXXXXXX   XXXX XX/XX/XX    XX/XX/XX
      XX/XX/XX  XX/XX/XX  XXXX    XXXX  XXXX  XXXXXXXX


TOTAL PARTICIPANTS PROGRAMMED:  XXX
```

Figure 5-4: Participants Programmed

Fold back at dotted line.

If the programmed status is associated with having occurred during a specified period of time, the qualifying criteria are:

- <u>Participant Record Indicator</u> is set to "active" or set to "history" during the period of time specified
- <u>Type Source Document</u> indicates the entry of data from a program agent PD form (Part 2) or a contractor PD form (Parts 1 & 2).

<u>Fields</u>. The values for the fields of this report are retrieved directly from correspondingly named ata elements or derived from the retrieved values via program logic or decode tables.

The Total Participants Programmed field is a count of the number of participants listed for the report.

5.1.7 <u>Participants Onboard</u>

<u>Description</u>. This report applies to those AID participants who entered or came "onboard" a country for training. The report can be used to identify, by name, those participants maintained in an onboard status at a specific time or those who were placed in the onboard status during a specified period of time.

<u>Report Period</u>. Monthly at first and then as needed.

<u>Distribution</u>. OIT/RS and any other interested and authorized organizational entity.

<u>Organization/Format</u>. Figure 5-5 presents the organization and layout of this report. The report is ordered alphabetically by participant last name. Onboard participants can be grouped by any report field such as Program Agent, Contractor, Country, etc.

REPORTS LAYOUTS

```
                                   PARTICIPANTS ONBOARD

PARTICIPANT NAME                        PART. NO  PIO/P NUMBER    COOP COUNTRY     BIRTH DATE  SEX  TYPE TRNG  PROGRAMMED DATE
   ONBOARD   REQ STRT  EST COMP  PROGRAM AGENCY     TRAINING COUNTRY STDY  MAJ   DEGREE OBJ  1ST    FAC STRT FAC END
   DATE      DATE      DATE                                          FLD   CRSE              FACL   DATE     DATE
      TRNG     CNTR  PROJECT NO    VISA END  INS STRT  INS END
      ARNG     NO                  DATE      DATE      DATE

XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XX/XX/XX    X     XXXXXXXXX  XX/XX/XX
   XX/XX/XX  XX/XX/XX  XX/XX/XX  XXXXXXXXXXXXXX     XXXXXXXXXXXXXXX  XXXX  XXXX  XXXXXXXXX   XXXX  XX/XX/XX XX/XX/XX
      X        XXXX  XXXXXXXX      XX/XX/XX  XX/XX/XX  XX/XX/XX
XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XX/XX/XX    X     XXXXXXXXX  XX/XX/XX
   XX/XX/XX  XX/XX/XX  XX/XX/XX  XXXXXXXXXXXXX      XXXXXXXXXXXXXXX  XXXX  XXXX  XXXXXXXXX   XXXX  XX/XX/XX XX/XX/XX
      X        XXXX  XXXXXXXX      XX/XX/XX  XX/XX/XX  XX/XX/XX


TOTAL PARTICIPANTS ONBOARD:  XXXX
```

Figure 5-5: Participants Onboard

Fold back at dotted line.

Selection Criteria. The criteria for qualifying participants for the onboard status are:

- o Participant Report Indicator set to "active"
- o Final Program Status is a null value or Program Completion Date is a date later than the date of the report
- o Onboard Date is a date earlier than the date of the report.

If the onboard status is associated with having occurred during a specified period of time, the following qualification criteria are used:

- o Participant Status Indicator is set to "active" or was set to "history" during the period of the report
- o Onboard Date is a date that occurred during the specified period of time.

Fields. The majority of the values for the fields of this report are retrieved directly from correspondingly named data elements. Some are derived from the retrieval values via program logic or decode tables. The Total Participants Onboard field is a count of the number of participants listed in the report.

5.1.8 Programs Completed

Description. This report applies to those AID participants who have completed a training program. The report can be used to identify by name those participants who were placed in a completed status during a specific period of time. While this report could be used to identify those participants who have completed a training program, but who have not departed the country of training or returned to their country, the report discussed in paragraph 5.2.6 of this section is specifically designed for that purpose.

Report Period. Monthly at first and then as needed.

Distribution. OIT/RS or any otherwise interested and authorized organizational entity.

Organization/Format. Figure 5-6 presents the organization and layout of this report. The report is ordered alphabetically by participant last name. Selected participants can be grouped by any report field such as Program Agent, Facility, Date Completed, etc.

Selection Criteria. The criteria for qualifying participants for the completed status are:

- Participant Record Indicator is set to "active" or was set to "history" during the period of the report
- Program Completion Data is a date which occurred during the period of the report.

Fields. The majority of the values for this report are retrieved directly from correspondingly named PTIS data elements. Some are derived from the retrieved values via program logic or decode tables. The Total Programs Completed field is a count of the number of participants listed in the report.

5.1.9 Participants Departed/Returned

Description. This report applies to those AID participants who have departed the United States for their home counties after completing a technical training program or have returned (with

DATA PROCESSING SYSTEM DOCUMENTATION AND OPERATING PROCEDURES MANUAL

Subsection(s) ________

Date Documented ________

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Change Notice # ________

SYSTEM TITLE:	SYSTEM ID:
PARTICIPANT TRAINING INFORMATION SYSTEM	PTIS

REPORTS LAYOUTS

```
                                              PROGRAMS COMPLETED

 PARTICIPANT NAME                        PART. NO  PIO/P NUMBER     COOP COUNTRY     BIRTH DATE  SEX  TYPE TRNG  ONBOARD    COMPLN
                                                                                                            DATE       DATE
    PROG  PROGRAM AGENCY  PROG  TRAINING COUNTRY STDY  MAJ   DEGREE OBJ  DEGREE ACHD   LAST  FAC END    VISA END   INS END    TRNG
    COMP                  ID                     FLD   CRSE                            FAC   DATE       DATE       DATE       ARNG
      CNTR  PROJECT NO
      NO

 XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XX/XX/XX    X    XXXXXXXXX  XX/XX/XX  XX/XX/XX
    X     XXXXXXXXXXXXXX  XXXX  XXXXXXXXXXXXXXX  XXXX  XXXX  XXXXXXXXX   XXXXXXXXX     XXXX  XX/XX/XX   XX/XX/XX   XX/XX/XX  X
      XXXX  XXXXXXXX
 XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XX/XX/XX    X    XXXXXXXXX  XX/XX/XX  XX/XX/XX
    X     XXXXXXXXXXXXXX  XXXX  XXXXXXXXXXXXXXX  XXXX  XXXX  XXXXXXXXX   XXXXXXXXX     XXXX  XX/XX/XX  XX/XX/XX   XX/XX/XX   X
      XXXX  XXXXXXXX


 TOTAL PROGRAMS COMPLETED:  XXX
```

Figure 5-6: Programs Completed

Fold back at dotted line.

mission confirmation) to their home countries after completing an academic training program. This report is used to identify, by name, those participants who were placed in a departed/returned status during a specific period of time.

Report Period. Monthly at first and then as needed.

Distribution. OIT/RS or otherwise interested and authorized organizational entity.

Organization/Format. Figure 5-7 presents the organization and layout of this report. Tthe report is arranged alphabetically by participant last name. Selected participants can be grouped by report field.

Selection Criteria. The criteria for qualifying participants for the departed/returned status are:

- o Participant Record Indicator was set to "history" during the period of the report
- o Type Training Code indicates "technical" training and Departure Date is a date which occurred during the period of the report
- o Type Training Code indicates "academic" training and Confirmed Return Date is a date which occurred during the period of the report.

Fields. The majority of the values for the fields of this report are retrieved directly from correspondingly named PTIS data elements. Some values are derived from the retrieved values via program logic or decode tables. The Total Participatns Departed/Returned field is a count of the number of participants listed in the report.

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[ ] New [ ] Revision

Change Notice # ________

SYSTEM TITLE: PARTICIPANT TRAINING INFORMATION SYSTEM

SYSTEM ID: PTIS

REPORTS LAYOUTS

```
                                  PARTICIPANTS DEPARTED/RETURNED

PARTICIPANTS NAME                  PART. NO  PIO/P NUMBER     COOP COUNTRY     BIRTH DATE  SEX  TYPE TRNG  ONBOARD    COMPLN
                                                                                                         DATE       DATE
   DEPARTR   CONFRMED   VISA END  TRAINING COUNTRY    TRNG   PROGRAM AGENCY  CNTR  I-94 ADMISSION NUMBER          INS MATCH
   DATE      RETURN     DATE                          ARNG                   NO

XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XX/XX/XX    X    XXXXXXXXX  XX/XX/XX  XX/XX/XX
   XX/XX/XX  XX/XX/XX   XX/XX/XX  XXXXXXXXXXXXXXX     X     XXXXXXXXXXXXXX  XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   XXXXXX
XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XX/XX/XX    X    XXXXXXXXX  XX/XX/XX  XX/XX/XX
   XX/XX/XX  XX/XX/XX   XX/XX/XX  XXXXXXXXXXXXXXX     X     XXXXXXXXXXXXXX  XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   XXXXXX


TOTAL PARTICIPANTS DEPARTED/RETURNED:  XXX
```

Figure 5-7: Participants Departed/Returned

Fold back at dotted line.

5.1.10 Overstay Participants

Description. This report applies to those AID participants who have come to the United States for a training program and have not returned to their home countries after successfully or unsuccessfully completing the program. Technical participants become overstays when they do not depart the United States within 14 days after completing training. Academic participants are considered overstays when they complete a program and do not return to their home countries within 30 days. The report is used to identify, by name, those participants who are in an overstay status at a specific time. It is the vehicle used by the INS Liaison Officer to indicate which participants should be classified as confirmed nonreturnees.

Report Period. Monthly.

Distribution. The overstay report should be forwarded to the OIT INS Liaison Officer to assist in coordinating efforts associated with nonreturnees. The INS Liaison Officer should inform data entry, by annotating this report, of those participants who should be placed in the confirmed nonreturnee status (no-go's).

Organization/Format. Figure 5-8 presents the organization and layout of this report. The report is ordered alphabetically by participant last name. Selected participants can be grouped by any report field, i.e., country, contractor, etc.

Selection Criteria. The criteria for qualifying participants for the overstay status are:

- o Participant Record Indicator is set to "active"

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SYSTEM TITLE: PARTICIPANT TRAINING INFORMATION SYSTEM

SYSTEM ID: PTIS

REPORTS LAYOUTS

```
                                   PARTICIPANTS IN OVERSTAY STATUS

PARTICIPANT NAME                        PART. NO  PIO/P NUMBER    COOP COUNTRY     BIRTH DATE  SEX  TYPE TRNG  ONBOARD   COMPLN
                                                                                                           DATE      DATE
    VISA END  IAP 66A  TRNG  PROGRAM AGENCY  CNTR   LAST  FAC END   DEP DATE  INS MATCH I-94 ADM NUMBER   NONRETURNEE
    DATE      NUMBER   ARNG                  NO     FACL  DATE      (ACAD)    (ACAD)    (ACAD, IF KNOWN)  CNFRMED DATE

XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XX/XX/XX    X    XXXXXXXXX  XX/XX/XX  XX/XX/XX
    XX/XX/XX  XXXXXX   X     XXXXXXXXXXXXXX  XXXX   XXXX  XX/XX/XX  XX/XX/XX  XXXXXX    XXXXXXXXXXXX      XX/XX/XX
XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XX/XX/XX    X    XXXXXXXXX  XX/XX/XX  XX/XX/XX
    XX/XX/XX  XXXXXX   X     XXXXXXXXXXXXXX  XXXX   XXXX  XX/XX/XX  XX/XX/XX  XXXXXX    XXXXXXXXXXXX      XX/XX/XX


TOTAL PARTICIPANTS IN OVERSTAY STATUS:  XXX
```

Figure 5-8: Overstay Participants

Fold back at dotted line.

- <u>Program Completion Data</u> is a date which is at least 14 days earlier than the date of the report when the <u>Type Training</u> is technical. The date is at least 30 days earlier than the date of the report when <u>Type Training</u> is academic.

<u>Fields</u>. The majority of the values for the fields of this report are retrieved directly from correspondingly named PTIS data elements. Some are derived from the retrieved values by program logic or via decode tables. The Total Participants In Overstay Status field is a count of the number of participants listed in the report.

5.1.11 <u>Visa Status</u>

<u>Description</u>. This report applies to those AID participants whose visas have expired or will expire within the same number of days as the period of the report; i.e., 30 days for a monthly report, 120 days for a quarterly report, etc. The report is used to identify, by name, those active participants whose visas have expired or are expiring.

<u>Report Period</u>. Monthly.

<u>Distribution</u>. OIT/RS and applicable program agents and contractors.

<u>Organization/Format</u>. Figure 5-9 titled Visa Status presents the organization and layout of this report. The report is ordered alphabetically by participant name for both participants with expired visas and for participants possessing visas which expire within a specified period of time.

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Date Documented ________

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SYSTEM TITLE: PARTICIPANT TRAINING INFORMATION SYSTEM

SYSTEM ID: PTIS

REPORTS LAYOUTS

```
                         VISAS EXPIRED OR EXPIRING WITHIN THE NEXT XXXXXX DAYS

PARTICIPANT NAME                          PART. NO  PIO/P NUMBER     COOP COUNTRY     BIRTH DATE  SEX   TYPE TRNG   ONBOARD     EST CMPL
                                                                                                                    DATE        DATE
   VISA STRT  VISA END   IAP 66A   PURPOSE OF  CURR   FAC END   TRNG   PROGRAM AGENCY    PRGM      CONTRACTOR NAME
   DATE       DATE       NUMBER    LAST VISA   FACL   DATE      ARNG                     ID

XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX     XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XX/XX/XX     X     XXXXXXXXX  XX/XX/XX  XX/XX/XX
   XX/XX/XX   XX/XX/XX  XXXXXX    XXXXXXXXXX  XXXX   XX/XX/XX  X      XXXXXXXXXXXXXX    XXXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX     XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XX/XX/XX     X     XXXXXXXXX  XX/XX/XX  XX/XX/XX
   XX/XX/XX   XX/XX/XX  XXXXXX    XXXXXXXXXX  XXXX   XX/XX/XX  X      XXXXXXXXXXXXXX    XXXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX


TOTAL VISAS EXPIRED:   XXX
TOTAL VISAS EXPIRING:  XXX
```

Figure 5-9: Visa Status

Fold back at dotted line.

Selection Criteria. The criteria for qualifying participants for the visa expired category are:

- Participant Record Indicator is set to "active"
- Visa to Date is a date earlier than the date of the report.

The criteria for qualifying participants for the visa expiring category are:

- Participant Record Indicator is set to "active"
- Visa to Date is a date which is later than the date of the report, but occurs within the number of days of the report; i.e., within 30 days of the date of a monthly report.

Fields. The majority of the values for the fields of this report are retrieved directly from correspondingly named PTIS data elements. Some are derived from the retrieved values by program logic or from decode tables. The total fields are a count of the number of report participants with visas expired and a count of the number with expiring visas.

5.1.12 Participants Retired

Description. This report applies to those participants whose records have been moved from active to "history" status. The report is used to identify, by name, those participants moved to the history status during a specified period of time. It could also be used to identify all participant records maintained in the history state, if the need ever surfaced.

Report Period. Monthly at first then as need.

Distribution. OIT/RS.

Organization/Format. Figure 5-10 provides a layout of this report.

Selection Criteria. The criteria for qualifying participants for the retired/history status is the Participant Record Indicator being set to "history".

Fields. The majority of the values for the fields of this report are retrieved directly from correspondingly named PTIS data elements. Some are derived from retrieved values via program logic or via decode tables. The total field is a count of the number of participants listed in the report.

5.1.13 Undefined Participants

Description. Those participants entered into the PTIS from a source document other than the appropriate source document are the subject of this report. The report is forwarded to applicable missions and contractors to make them aware of the undefined status of their participants and of the need to submit the appropriate source document.

Report Period. Monthly.

Distribution. OIT/RS and applicable contractors and missions.

Organization/Format. Figure 5-11 presents a layout of this report.

Selection Criteria. The criterion for qualifying participants for the undefined status is the Participant Record Indicator being set to the "undefined" state.

Fields. The majority of the values for the fields of this report are retrieved directly from the retrieved values using program logic or via decode tables. The total field is a count

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REPORTS LAYOUTS

PARTICIPANTS RETIRED FROM ACTIVE STATUS DURING THE LAST XXXXXX DAYS

```
PARTICIPANT NAME                                         PART. NO  PIO/P NUMBER     TRAINING COUNTRY TYPE TRNG  TRNG PRGM DEPRTD RETRND WAIVER
                                                                                                                ARNG CMPL (TECH) (TECH)
    VOL DEP  OVERSTAY  CANX
             (CONFRM)

XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XXXXXXXXX  X    X    X      X      X
    X        X         X
XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXX    XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XXXXXXXXX  X    X    X      X      X
    X        X         X
```

Figure 5-10: Participants Retired

Fold back at dotted line.

REPORTS LAYOUTS

```
                                    UNDEFINED PARTICIPANTS

PARTICIPANT NAME                    SOURCE     DOC ENTRY  COOP COUNTRY     BIRTH DATE  SEX  PIO/P NUMBER     TYPE TRNG
                                    DOCUMENT   DATE
   TRAINING ARRANGEMENT     IAP 66A   IAP 66A  IAP 66A     VISA STRT  VISA END
                            NUMBER    DATE     PURPOSE     DATE       DATE

XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXXXXXX  XX/XX/XX  XXXXXXXXXXXXXXX  XX/XX/XX   X   XXXXXXXXXXXXXXX  XXXXXXXXX
   XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX    XX/XX/XX  XXXXXXXXXX  XX/XX/XX   XX/XX/XX
XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXX X  XXXXXXXXXX  XX/XX/XX  XXXXXXXXXXXXXXX  XX/XX/XX   X   XXXXXXXXXXXXXXX  XXXXXXXXX
   XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX    XX/XX/XX  XXXXXXXXXX  XX/XX/XX   XX/XX/XX
```

Figure 5-11: Undefined Participants

Fold back at dotted line.

of the number of participants listed in the report.

5.1.14 Participant Record

Description. This report provides the capability to list all recorded data elements for any participant. The report is used to obtain a hard copy display of all data maintained for a particular participant.

Report Period. As needed.

Distribution. As authorized.

Organization/Format. Figure 5-12 provides a layout of this report.

Selection Criteria. The criteria for retrieving a participant record for hard copy display are:

- Participant Number, or
- Participant Last Name and Date of Birth and Cooperating Country.

Fields. The majority of the fields for this report are retrieved from correspondingly named data elements in the PTIS data base. Some are derived from the retrieved data using decode tables.

5.2 Management Coordination Reports

The status reports discussed in paragraph 5.1 are a means of providing the status of an individual participant or identifying all participants maintained in a particular status. The status reports provide the information necessary to monitor the performance of the PTIS and assist in managing the participant program, but the information required to coordinate the flow of participant data between different organizational units must be

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SYSTEM TITLE:	SYSTEM ID:
PARTICIPANT TRAINING INFORMATION SYSTEM	PTIS

REPORTS LAYOUTS

```
                                        PARTICIPANT DATA BASE RECORD - FORMATTED OUTPUT
ADMINISTRATIVE DATA                                                                                           CONTROL NUMBER: XXXXXX
  FAMILY NAME          FIRST NAME       MIDDLE NAME      BIRTH DATE  SEX     COOP COUNTRY    :CODE TRAINING COUNTRY:CODE TYPE TRAINING
  XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXX XXXXXXXXXXXXXX XX/XX/XX   XXXXXX XXXXXXXXXXXXXXX XXX XXXXXXXXXXXXXXX XXX  XXXXXXXXX
  REQ START DATE PROJ. NO  COMPLETE PIO/P NUMBER
  XX/XX/XX       XXXXXXXX  XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX
    XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX
  PROGRAM AGENCY :CODE  DOC ATTACHED TRAINING ARRANGEMENT       :CODE
  XXXXXXXXXXXXXXX XXXX  XXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXX X

PROGRAM DATA
  ONBOARD DATE FIELD OF TRAINING                                             :CODE  MAJOR COURSE OF STUDY                                  :CODE
  XX/XX/XX     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
  FUTURE OCCUPATION                                                                 :CODE  DEGREE OBJ:CODE  PROJ COMPL DATE
  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX  XXXXXXXXXX X     XX/XX/XX
  PROGRAMMER ID :CODE  INS ENTLMT ENTLMT STRT-END DATE  TRAINING FACILITY                                  :CODE  START DATE END DATE
  XXXXXXXXXXXXXX XXXX  XXX        XX/XX/XX    XX/XX/XX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXX XX/XX/XX   XX/XX/XX
                                                        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXX XX/XX/XX   XX/XX/XX
                                                        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXX XX/XX/XX   XX/XX/XX
                                                        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXX XX/XX/XX   XX/XX/XX
                                                        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXX XX/XX/XX   XX/XX/XX
  CONTRACTOR NAME                        :CODE  NUMBER                    AGENCY                         ADMINISTRATOR
  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXX XXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX
  ADDRESS (STREET, CITY, STATE AND ZIP CODE)                                        PHONE NUMBER  PD ISSUED DATE
  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX (XXX)XXX-XXXX XX/XX/XX

PROGRAM COMPLETION DATA
  NONRETURNEE STATUS DEPARTURE I-94 ADM NO  FINAL PROG STATUS DEG ACHIEVED CONFIRMED RETURN DATE PD ISSUED DATE
  XXXXXXXXXXXXX      XX/XX/XX  XXXXXXXXXXXX XXXXXXXXX         XXXXXXXXXX   XX/XX/XX             XX/XX/XX

PROJECT IMPLEMENTATION ORDER/PARTICIPANTS (PIO/P) DATA
  ISSUANCE DATE: XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX
  FUNDING AMOUNT                                                                    FUNDING DURATION
  XX,XXX XX,XXX XX,XXX XX,XXX XX,XXX XX,XXX XX,XXX XX,XXX XX,XXX XX,XXX  XX XX XX XX XX XX XX XX XX XX

IAP 66A DATA
  CONTROL NUMBER: XXXXXX XXXXXX XXXXXX XXXXXX XXXXXX XXXXXX XXXXXX XXXXXX XXXXXX XXXXXX
  VISA START DATE: XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX
  VISA END DATE:   XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX
  ACTION DATE:     XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX
  PURPOSE OF FORM:CODE
  XXXXXXXXXX:X XXXXXXXXXX:X XXXXXXXXXX:X XXXXXXXXXX:X XXXXXXXXXX:X XXXXXXXXXX:X XXXXXXXXXX:X XXXXXXXXXX:X XXXXXXXXXX:X XXXXXXXXXX:X
  COUNTRY OF BIRTH:CODE
  XXXXXXXXXXXXXXX  XXX
```

Figure 5-12: Participant Record (Page 1 of 2)

Fold back at dotted line.

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REPORTS LAYOUTS

```
                                PARTICIPANT DATA BASE RECORD - FORMATTED OUTPUT (CONT'D)

CABLE DATA INFORMATION
  TIP DATE  CONFIRMED DATE
  XX/XX/XX  XX/XX/XX

GENERATED DATA          CONTROL NUMBER RECORD CREATED
                        XXXXXX         XX/XX/XX
  SOURCE DOCUMENT NAME: XXXXXX   XXXXXX   XXXXXX   XXXXXX   XXXXXX   XXXXXX   XXXXXX   XXXXXX   XXXXXX   XXXXXX   XXXXXX
                          XXXXXX   XXXXXX   XXXXXX   XXXXXX
  WHEN UPDATED:         XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX
                          XX/XX/XX XX/XX/XX XX/XX/XX XX/XX/XX
  PART. STATUS IND  INS MATCH  VISA MATCH SOURCE FIELD
  XXXXX             XXXXXXX    X X X X X X X X X X
```

Figure 5-12: Participant Record (Page 2 of 2)

Fold back at dotted line.

presented in a more aggregated manner. The reports required to coordinate the flow of participant data with OIT and between OIT and the missions, program agents, insurance trust fund and contractors are:

- o Assignment Report/Form
- o Participant Insurance Status
- o Participant Status by Program Agent
- o Participant Status by Country/Region
- o Participant Status by Contractor.

5.2.1 Assignment Report/Form

Description. The program agent assignment report (assignment form) is generated by the PTIS whenever data from a new directly funded or OIT assigned independently funded PIO/P is entered. The form will be attached to the PIO/P package and forwarded to Contract Management for program agent assignment. The CM individual who makes the assignment will review the contents of the form, note any changes, place the name of the assigned program agent in the space provided on the form, write the appropriate date on the form, supply any comments, and route a copy of the form back to data entry.

Report Period. Whenever data from a directly funded or independently funded PIO/P is first entered in the system.

Distribution. The report will be attached to each directly funded and independently funded PIO/P package forwarded from data entry to OIT/CM.

Organization/Format. Figure 5-13 provides a layout of the report.

SYSTEM TITLE: PARTICIPANT TRAINING INFORMATION SYSTEM

SYSTEM ID: PTIS

Subsection(s) ______

Date Documented ______

☐ New ☐ Revision

Change Notice # ______

REPORTS LAYOUTS

```
****************
*   ENQUIRE    *
*CONTROL NUMBER* DO NOT WRITE                    ASSIGNMENT OF PROGRAM AGENT
*              * IN THIS BLOCK
*   XXXXXXXX   *                                                                                   DATE:  XX/XX/XX
****************

PARTICIPANT NAME (LAST)    (FIRST)          (MIDDLE)          PIO/P NUMBER     COOP COUNTRY     BIRTH DATE  SEX
XXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXX   XXXXXXXXXXXXXX    XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX  XX/XX/XX    X

PARTICIPANT NUMBER  PROJECT NUMBER  TYPE TRAINING  TRAINING COUNTRY  TRAINING ARRANGEMENT  DATE ENTERED PTIS
XXXXXX              XXXXXX          XXXXXXXXX      XXXXXXXXXXXXXXX   XXXXXXXXXXXXXXXXXXXX  XX/XX/XX

REQUESTED START DATE   DATE PIO/P ISSUED   DOCUMENTS FORWARDED
XX/XX/XX               XX/XX/XX            XXXXX, XXXXXXX, XXXXXXXXXX, XXXXX, XXXXXXXXXXX


                                           COMMENTS:  (NOT TO BE KEY ENTERED)
PROGRAM AGENT ASSIGNED  INIT.              ********************************************************************************
******************************             *                                                                              *
*                       *    *             *                                                                              *
******************************             *                                                                              *
                                           *                                                                              *
                                           *                                                                              *
DATE FORWARDED TO DATA ENTRY               *                                                                              *
     /____/____/____ /                     *                                                                              *
       MM   DD   YY                        *                                                                              *
                                           *                                                                              *
                                           *                                                                              *
                                           *                                                                              *
                                           *                                                                              *
                                           *                                                                              *
                                           *                                                                              *
                                           *                                                                              *
                                           *                                                                              *
                                           *                                                                              *
                                           *                                                                              *
                                           *                                                                              *
                                           ********************************************************************************
```

Figure 5-13: Assignment Form

Fold back at dotted line.

Selection Criteria. The report will be automatically generated upon completion of data entry operations for applicable PIO/P's.

Fields. The majority of the values for the report fields are retrieved directly from correspondingly named data elements in the PTIS data base. Some values are derived from PTIS decode tables using the retrieved values. An exception to this is the value for the field named Date Entered PTIS System which is obtained from the data element, Record Creation Date.

5.2.2 Participant Insurance Status

Description. This report provides the status of all participants entitled to AID insurance coverage. The report identifies the participants who gained or lost entitlement to AID insurance during the period of the report and all participants entitled to the insurance when the report was generated. Those participants covered by AID insurance but using nonAID insurance coverage are reported. Participants entitled to AID insurance and whose period of insurance coverage has expired are also reported. The report is used to inform the organizational entity that administers the insurance trust fund of the status of those participants entitled to AID insurance coverage. Any differences noted between the contents of the report and the files maintained by the insurance trust fund should be coordinated with OIT. The report is also used to resolve with contractors and program agents those anomalies that occur in the insurance coverage program.

Report Period. Monthly.

Distribution. OIT/RS, insurance trust fund, applicable contractors/agents and AID/FM. AID/FM is provided a copy, because they have a high level of interaction with insurance trust fund personnel. Contractors and program agents handling participants with insurance problems would be forwarded copies of aplicable subsections of the report. Noted problems should be resolved with OIT personnel.

Organization/Format. Figure 5-14 provides a layout of the report. The report is organized into five subsections as follow:

- o Participants whose insurance entitlement started during the period of the report
- o Participants whose insurance entitlement expired during the period of the report
- o All participants entitled to insurance when the report was generated
- o Participants covered by AID insurance as stated in Handbook 10 but using insurance other than AID'S
- o Participants entitled to AID insurance but their reported period of insurance coverage has expired.

Selection Criteria. The criteria for selecting participant records for this report are:

- o Participant Record Indicator is set to either "active" or "history"; however, the history status must have been set within the month of the report.
- o Insurance Entitlement Indicator is set to a value indicating a participant is entitled to insurance.

DATA PROCESSING SYSTEM DOCUMENTATION AND OPERATING PROCEDURES MANUAL

Subsection(s) ________

Date Documented ________

☐ New ☐ Revision

Change Notice # ________

SYSTEM TITLE:	SYSTEM ID:
PARTICIPANT TRAINING INFORMATION SYSTEM	PTIS

REPORTS LAYOUTS

```
                                    INSURANCE ENTITLEMENT FOR THE MONTH OF XXXXXXXXXX
****************************************  PARTICIPANTS WITH ENTITLEMENT STARTING THIS MONTH  ******************************************
  TOTAL PARTICIPANTS STARTING:  XXX
                                         (See Figure 5-5 for the format of this subsection)
*****************************************  PARTICIPANTS WITH ENTITLEMENT ENDING THIS MONTH  *******************************************
  TOTAL PARTICIPANTS ENDING:  XXX
                                         (See Figure 5-6 for the format of this subsection)
****************************************  ALL PARTICIPANTS ENTITLED TO INSURANCE THIS MONTH  ******************************************
  TOTAL PARTICIPANTS ENTITLED:  XXX
                                         (See Figure 5-5 for the format of this subsection)
******************************************  COVERED PARTICIPANTS USING NON-AID INSURANCE  ********************************************
  TOTAL PARTICIPANTS USING NON-AID INS:  XXX
                                         (See Figure 5-5 for the format of this subsection)
***************************************  ACTIVE PARTICIPANTS WITH EXPIRED INSURANCE COVERAGE  ****************************************
  TOTAL PARTICIPANTS WITH EXPIRED INS:  XXX
                                         (See Figure 5-5 for the format of this subsection)
```

Figure 5-14: Monthly Insurance Entitlement

Fold back at dotted line.

Participant records qualified using these major selection criteria are further qualified to determine the appropriate subsections under which participant data should be placed. The data elements, Insurance Entitlement Start Date and Insurance Entitlement End Date, are used for this level of qualification.

Fields. The fields for each subsection are discussed in Section 5.1 of this report. The subtotals and totals are derived by tallying the number of selected participants in each status category.

5.2.3 Participant Status by Program Agent

Description. The report shows the status of participants handled by program agents, such as USDA and Partners, and participants programmed by OIT. The names and relevant data about selected participants are listed in specific categories depending upon the status of a selected participant.

The report is the vehicle for providing each program agent feedback on the OIT status of their assigned participants. Program agents compare the contents of the report with the status of the participants as maintained in their own records, and coordinate any differences with OIT.

Report Period. Initially the report should be generated on a monthly basis until the files of the program agents and OIT agree. Afterwards, the report could be generated on a quarterly or, "as needed" basis if the files remain in a synchronized status.

Distribution. OIT/RS, OIT/CM and applicable programming agents.

Organization/Format. Figure 5-15 provides a layout of the report which is organized into the two major sections, academic participants and technical participants. Each major section can have up to nine subsections depending upon the status of the participant records retrieved. The nine possible subsections can provide data on participants who:

- o Are in an assigned status, but not programmed
- o Are in a programmed status, but not onboard
- o Are onboard but do not have a completed program
- o Have completed a program during the month of the report
- o Are technical participants who departed the U.S. or are academic participants who returned home during the month of the report
- o Are in an overstay status
- o Have a visa which expired during the month of the report or have a visa which expires within thirty (30) days of the report
- o Had their records removed from the "active" status during the month of the report.

The report also contains a section which provides subtotals and totals by selected status categories for both academic and technical participants.

Only those subsections for which participants qualify are included in the report.

Selection Criteria. The major criteria for selecting participant records for this report are:

REPORTS LAYOUTS

SUMMARY OF PARTICIPANT STATUS BY PROGRAM AGENT
FOR THE MONTH OF XXXXXXXXXX

PROGRAM AGENCY
XXXXXXXXXXXXXXX

ACADEMIC PARTICIPANTS

** PARTICIPANTS ASSIGNED BUT NOT PROGRAMMED ***

TOTAL PARTICIPANTS ASSIGNED: XXX

(See Figure 5-3 for the format of this report subset)

*** PARTICIPANTS PROGRAMMED BUT NOT ONBOARD ***

TOTAL PARTICIPANTS PROGRAMMED: XXX

(See Figure 5-4 for the format of this report subset)

** PARTICIPANTS ONBOARD ***

TOTAL PARTICIPANTS ONBOARD: XXX

(See Figure 5-5 for the format of this report subset)

** PROGRAMS COMPLETED DURING THE MONTH OF XXXXXXXXXX **

TOTAL PROGRAMS COMPLETED: XXX

(See Figure 5-6 for the format of this report subset)

************************************ PARTICIPANTS DEPARTED/RETURNED DURING THE MONTH OF XXXXXXXXXX ************************************

TOTAL PARTICIPANTS: XXX

(See Figure 5-7 for the format of this report subset)

*** PARTICIPANTS IN OVERSTAY STATUS ***

TOTAL PARTICIPANTS IN OVERSTAY STATUS: XXX

(See Figure 5-8 for the format of this report subset)

Figure 5-15: Participant Status by Program Agent

(Page 1 of 2)

Fold back at dotted line.

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REPORTS LAYOUTS

SUMMARY OF PARTICIPANT STATUS BY PROGRAM AGENT
FOR THE MONTH OF XXXXXXXXXX (CONT'D)

************************************** VISAS EXPIRED OR EXPIRING WITHIN THE NEXT THIRTY DAYS **

TOTAL VISAS EXPIRED: XXX
TOTAL VISAS EXPIRING: XXX

(See Figure 5-9 for the format of this report subset)

****************************** PARTICIPANTS REMOVED FROM ACTIVE STATUS DURING THE MONTH OF XXXXXXXXXX *********************************

TOTAL PARTICIPANTS REMOVED: XXX

(See Figure 5-10 for the format of this report subset)

TECHNICAL PARTICIPANTS

(Repeat subsets presented for academic participants)

*** TOTALS ***	THIS MONTH							CURRENT STATUS				
	ASSIGNED	PRO-GRAMMED	ON-BOARD	COM-PLETED	DEP/ RETURNED	VISA EXPIRED	RETIRED	ASSIGNED	PRO-GRAMMED	ON-BOARD	VISA EXPIRED	OVER-STAYS
ACADEMIC PARTICIPANTS	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
TECHNICAL PARTICIPANTS	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
TOTAL ALL PARTICIPANTS	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX

Figure 5-15: Participant Status by Program Agent

(Page 2 of 2)

Fold back at dotted line.

- o <u>Participant Record Indicator</u> is set to "active" or "history" but the history status must have been set within the same period as the period of the report.
- o <u>Training Arrangement Code</u> indicates "directly-funded" or "independently-funded"
- o Program Agent contains a value other than blanks.

Selected data elements of participant records qualified using these major selection criteria aroused to further qualify participants for each of the subsections of the report.

<u>Fields</u>. The fields for each subsection of the report are discussed in Section 5.1 of this report. The subtotal and total fields are derived by tallying the number of selected participants in each status category presented in Figure 5-15. Monthly subtotals are presented for those categories in which participants were placed during the month of the report. Current subtotals are presented for all those participants maintained in a particular status at the time of the report.

5.2.4 <u>Participant Status by Country/Mission</u>

<u>Description</u>. This report presents the status of AID participants in cooperating country sequence. The names and relevant data of selected participants are listed by status category for each country which has a participant in some phase of a training program. The countries are organized by region.

This report is the vehicle for providing each mission and region feedback on the status of their participants as maintained by OIT in the PTIS. Missions compare the report with the status of the participants as maintained in their records and coordinate any differences with OIT.

Report Period. Quarterly or as needed.

Distribution. OIT/RS, applicable missions and regional offices.

Organization/Format. Figure 5-16, entitled Participant Status by Country, provides a layout of the report. The report is organized by country within a specific regional area. Each country can have as many as seven subsections depending upon the status categories of the qualified participant records. The subsections provided data on all participants who:

- o Had valid source documents forwarded to OIT and were entered in the PTIS
- o Are in a programmed but not onboard status
- o Are in an onboard but not completed status
- o Completed programs during the period of the report
- o Technical participants who departed or academic participants who returned during the period of the report
- o Are in an overstay status
- o Are in an undefined status.

The report also contains a subsection providing subtotals and totals, by status category, for each region and country. Subtotals and totals are also provided for the entire report. This subsection can be generated by itself if desired.

The individual subsections have the participants ordered by project number. Only those subsections for which participants qualify are included for each country.

REPORTS LAYOUTS

```
                                       PARTICIPANT STATUS BY COUNTRY
    COUNTRY NAME                     FOR THE PERIOD XX/XX/XX TO XX/XX/XX
    XXXXXXXXXXXXXXX
******************************** PARTICIPANTS FORWARDED AND ENTERED IN THE PTIS DURING THIS PERIOD *********************************

    TOTAL PARTICIPANTS:  XXX
                                          (See Figure 5-1 for the format of this subsection)

********************************************* PARTICIPANTS PROGRAMMED BUT NOT ONBOARD **********************************************

    TOTAL PARTICIPANTS:  XXX
                                          (See Figure 5-4 for the format of this subsection)

****************************************************** PARTICIPANTS ONBOARD *******************************************************

    TOTAL PARTICIPANTS ONBOARD:  XXX
                                          (See Figure 5-5 for the format of this subsection)

********************************************** PROGRAMS COMPLETED DURING THIS PERIOD ***********************************************

    TOTAL PROGRAMS COMPLETED:  XXX

**************************************** PARTICIPANTS DEPARTED/RETURNED DURING THIS PERIOD *****************************************

    TOTAL PARTICIPANTS DEPARTED/RETURNED:  XXX
                                          (See Figure 5-7 for the format of this subsection)

************************************************* PARTICIPANTS IN OVERSTAY STATUS **************************************************

    TOTAL OVERSTAYS:  XXX
                                          (See Figure 5-8 for the format of this subsection)

************************************************ PARTICIPANTS IN UNDEFINED STATUS **************************************************

    TOTAL PARTICIPANTS UNDEFINED:  XXX
                                          (See Figure 5-11 for the format of this subsection)
```

Figure 5-16: Participant Status by Country

(Page 1 of 2)

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REPORTS LAYOUTS

```
                                      PARTICIPANT STATUS BY COUNTRY
                                FOR THE PERIOD XX/XX/XX TO XX/XX/XX (CONT'D)

*** TOTALS ***                 ------------------ THIS PERIOD ---------------------            ----------- CURRENT STATUS -----------
                               FORWARDED PROGRAMMED ONBOARD COMPLETED DEP/RETURNED          PROGRAMMED ONBOARD OVERSTAYS UNDEFINED
   REGION:  XXXXXXX
   COUNTRY: XXXXXXXXXXXXXXX    XXXX      XXXX       XXXX    XXXX      XXXX                  XXXX       XXXX    XXXX      XXXX

     REGION SUBTOTALS:         XXXX      XXXX       XXXX    XXXX      XXXX                  XXXX       XXXX    XXXX      XXXX
   REGION TOTAL:               XXXXX

   REGION:  XXXXXXX
   COUNTRY: XXXXXXXXXXXXXXX    XXXX      XXXX       XXXX    XXXX      XXXX                  XXXX       XXXX    XXXX      XXXX

     REGION SUBTOTALS:         XXXX      XXXX       XXXX    XXXX      XXXX                  XXXX       XXXX    XXXX      XXXX
   REGION TOTAL:               XXXXX

     REPORT SUBTOTALS:         XXXXX     XXXXX      XXXXX   XXXXX     XXXXX                 XXXXX      XXXXX   XXXXX     XXXXX
   REPORT TOTALS:              XXXXX     XXXXX      XXXXX   XXXXX     XXXXX                 XXXXX      XXXXX   XXXXX     XXXXX
```

Figure 5-16: Participant Status by Country

(Page 2 of 2)

Fold back at dotted line.

Selection Criteria. The major criterion for selecting participant records for this report is Participant Record Indicator. This key data element is set to either "active" or "history"; however, the history status must have been set within the period (i.e., three month) of the report. This history status is used to prequalify participants for those subsections of the report where data is provided on participants whose status changed to history during the period of the report.

Fields. The fields for each subsection of the report are described in Section 5.1 of this report. Regional areas are derived from the first digit of the Cooperating Country data element. The subtotal and total fields are derived by tallying the number of selected participants in each status category presented in Figure 5-16. Monthly subtotals are presented for those categories in which participants were placed during the period of the report. Those participants maintained in a particular status at the time the report was generated are presented under the Current Subtotals field.

5.2.5 Participant Status by Contractor

Description. The status of AID participants is presented by contractor organization in this report. The names and relevant data of participants are listed by status category for each contractor. The report is the vehicle for providing each contractor feedback on the OIT status of their participants. Contractors compare the contents of the report with their files and coordinate any differences with OIT.

Report Period. Quarterly or as needed.

Distribution. OIT/RS and applicable contractors.

Organization/Format. Figure 5-17 provides a layout of the report. The report is organized by contractor name with each contractor having as many as eight subsections depending upon the status categories of the participants qualifying for the report. These subsections provide data on participants who:

- o Had valid source documents forwarded to OIT and were entered in the PTIS
- o Are in a programmed but not onboard status
- o Are in an onboard but not completed status
- o Completed programs during the period of the report
- o Technical participants who departed or academic participants who returned during the period of the report
- o Have expired visas or visas expiring in the next ninety days
- o Are in an overstay status
- o Were removed from the active status
- o Are in an undefined status.

The report also contains a section providing subtotals and totals, by status category, for each contractor. This subsection of the report can be generated by itself if only subtotals and totals are desired. Only those subsections for which participants qualify will be included for each contractor.

Selection Criteria. The major criteria for selecting participants records for this report are:

- o Participant Record Indicator is set to either "active" or "history"; however, the history status

REPORTS LAYOUTS

PARTICIPANT STATUS BY CONTRACTOR
FOR THE PERIOD XX/XX/XX TO XX/XX/XX

CONTRACTOR NAME:NUMBER
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX:XXXXXXXXXXXXXXXXXXXXXXXXX

******************************* PARTICIPANTS FORWARDED AND ENTERED IN THE PTIS DURING THIS PERIOD *********************************

TOTAL PARTICIPANTS: XXX

(See Figure 5-1 for the format of this subsection)

*** PARTICIPANTS PROGRAMMED BUT NOT ONBOARD ***

TOTAL PARTICIPANTS: XXX

(See Figure 5-4 for the format of this subsection)

** PARTICIPANTS ONBOARD **

TOTAL PARTICIPANTS ONBOARD: XXX

(See Figure 5-5 for the format of this subsection)

** PROGRAMS COMPLETED DURING THIS PERIOD **

TOTAL PROGRAMS COMPLETED: XXX

(See Figure 5-6 for the format of this subsection)

************************************** PARTICIPANTS DEPARTED/RETURNED DURING THIS PERIOD **************************************

TOTAL PARTICIPANTS DEPARTED/RETURNED: XXX

(See Figure 5-7 for the format of this subsection)

*** PARTICIPANTS IN OVERSTAY STATUS ***

TOTAL OVERSTAYS: XXX

(See Figure 5-8 for the format of this subsection)

Figure 5-17: Participant Status by Contractor

(Page 1 of 2)

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REPORTS LAYOUTS

```
                              PARTICIPANT STATUS BY CONTRACTOR
                         FOR THE PERIOD XX/ZZ/ZZ TO XX/XX/XX (CONT'D)

 ************************************ VISAS EXPIRED OR EXPIRING WITHIN THE NEXT THIRTY DAYS ****************************************

   TOTAL VISAS EXPIRED:   XXX
   TOTAL VISAS EXPIRING:  XXX
                                 (See Figure 5-9 for the format of this subsection)
*********************************** PARTICIPANTS REMOVED FROM ACTIVE STATUS DURING THIS PERIOD ************************************

   TOTAL PARTICIPANTS REMOVED:  XXX
                                 (See Figure 5-10 for the format of this subsection)
************************************************ PARTICIPANTS IN UNDEFINED STATUS ************************************************

   TOTAL PARTICIPANTS UNDEFINED:  XXX
                                 (See Figure 5-11 for the format of this subsection)
CONTRACTOR NAME:NUMBER
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX:XXXXXXXXXXXXXXXXXXXXXXXXX
                        ----------------------- THIS PERIOD ------------------------   -------------- CURRENT STATUS ----------------
                        FORWARDED PROGRAMMED ONBOARD COMPLETED DEP/RETURNED REMOVED    PROGRAMMED ONBOARD OVERSTAYS EXPIRED UNDEFINED
                                                                                                                    VISAS
     REPORT SUBTOTALS:  XXXX      XXXX       XXXX    XXXX      XXXX         XXXX       XXXX       XXXX    XXXX      XXXX    XXXX
   REPORT TOTAL:        XXXXX                                                          XXXXX
```

Figure 5-17: Participant Status by Contractor

(Page 2 of 2)

Fold back at dotted line.

must have been set within the time frame of the report, i.e., three months.

- o <u>Training Arrangement Code</u> indicates a contract arrangement
- o <u>Contractor Code</u> contains a value other than blanks.

Selected data elements of participant records qualified using these major selection criteria are used to further qualify participants for the different subsections of the report. These data elements are discussed in Section 5.1 of this report.

<u>Fields</u>. The fields for each subsection are discussed in Section 5.1 of this report. The subtotals and totals are derived by tallying the number of selected participants in each status category. Subtotals are presented for those categories in which participants were placed during the period of the report. Those participants maintained in a particular status at the time the report was generated are presented under <u>Current Status</u> subtotals.

5.3 <u>Ad Hoc/Query Reports</u>

Ad Hoc reports are generated for a special purpose and usually on a one time basis. The capabilities of SAS/INQUIRE packages provide an effective means to easily generate a variety of ad hoc reports. Ad hoc reports generated on a frequent basis should be incorporated into the set of defined system reports.

INQUIRE also provides a good query capability which allows participant records to be retrieved by different fields. Key fields which provide rapid access to participant records have been identified for the new PTIS. The key fields are:

- Participant Number
- Participant Record Indicator
- Family Name
- Date of Birth
- Cooperating Country Code
- PIO/P Number
- Training Arrangement Code
- Contractor Code

These fields were chosen to support system operations and anticipated query operations.

If OIT personnel, who must interface with the PTIS, have ready access to terminals to perform querying operations, the existing locator report is not required. If an adequate number of terminals are not available to support OIT query operations, the locator report should be generated.

5.4 Verification Reports

The conceptual PTIS will utilize computer based data obtained from USIA and INS to verify the arrival and departure of AID participants in the United States. Additionally, the PTIS uses computer-based data from AID/FM to supplement PIO/P funding/duration data and data from AID/CM to supplement contractor data. Section 6 discusses these interfaces in detail.

The following paragraphs discuss the reports generated as a result of cross-checking the participant data maintained in the PTIS with that data maintained in EVIS and NIIS. Similar reports should be designed for the AID/FM and AID/CM interface.

5.4.1 PTIS-EVIS Data Comparison Results

Description. This report provides the results of comparing the participant visa data maintained in USIA's system called EVIS with visa data maintained in the PTIS. Counts are provided of the number of participants compared, number matched, number matched by visa number, number matched by a combination of name/date of birth, cooperating country, and the number of new AID participants maintained on the EVIS, but not in the PTIS. The report also list data for each new participant found. This report is generated by a batch mode program which cross-checks the contents of the two systems. Section 6 of this report discusses the program functions and additional details of this interface.

The report is used as a source document to enter AID participants in the PTIS in an undefined status using basically the same operations as if the data were entered via an IAP 66A received at OIT.

Report Period. Monthly.

Distribution. OIT/RS, USIA and Data Entry.

Organization/Format. Figure 5-18 provides a layout for this report. The participants are sequenced alphabetically by participant name.

Selection Criteria. The EVIS maintained visa data is compared against the PTIS data using either the visa control number or a combination of Family Name, Date of Birth and Cooperating Country.

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Subsection(s) ________

Date Documented ________

☐ New ☐ Revision

Change Notice # ________

SYSTEM TITLE:	SYSTEM ID:
PARTICIPANT TRAINING INFORMATION SYSTEM	PTIS

REPORTS LAYOUTS

```
                          PTIS - EVIS COMPARISON RESULTS
                           FOR THE MONTH OF XXXXXXXXXX

*** TOTALS ***

      PARTICIPANTS  PARTICIPANTS  PARTICIPANTS  PARTICIPANTS  NEW PARTICIPANTS
        COMPARED      MATCHED      MATCHED BY    MATCHED BY      IDENTIFIED
                                   VISA NUMBER      NAME

         XXXX          XXXX          XXXX          XXXX            XXXX

*** NEW PARTICIPANTS TO BE ENTERED IN PTIS ***

      PARTICIPANT NAME                IAP66A    SEX  BIRTH DATE  COUNTRY  PURPOSE       VISA DATE
                                     CONTROL #                    CODE     CODE     FROM       TO

      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX     X   XX/XX/XX     XXX       X     XX/XX/XX  XX/XX/XX
      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX     X   XX/XX/XX     XXX       X     XX/XX/XX  XX/XX/XX
```

Figure 5-18: PTIS - EVIS Comparison Report

Fold back at dotted line.

Fields. The majority of the values for the fields of the report are retrieved directly from data in the EVIS file. See Appendix F for a layout of the file.

The Country Code field is obtained by converting the two character country code maintained on EVIS to the PTIS code. The Purpose Code is converted in a similar manner. The total counts are obtained by tallying the number of participants found for each category.

5.4.2 PTIS-USIA Visa Utility Report

Description. This report provides information on the utility of visa data as a source document for entering participants in the PTIS. For a selected period of time, the report provides the following:

- Total number of participants entering the U.S.
- Number and corresponding percent of participants with visa data matched/received from USIA
- Number and corresponding percent of participants with visa data entered via IAP 66A's received at OIT
- Number and corresponding percent of participants with no visa data
- Number and corresponding percent of USIA visas used as the source document for entering participants in the PTIS
- Number and corresponding percent of IAP 66A's used as the source document for entering participants in the PTIS.

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A listing of those participants entered in the PTIS via IAP 66A's or EVIS may be obtained or, those participants with visa data obtained from either the IAP 66A or EVIS may be obtained, but not both.

The report is used to evaluate the effectiveness of using visa data to increase the universe of participants maintained in the PTIS. The report is also used to determine whether IAP 66A's or EVIS, or a combination of both are the best source of visa data. For example, if one hundred percent of all participants entering the United States had IAP 66A's forwarded to OIT, there would be no need to access EVIS data. Also, if for a period of time no participants were initially entered in the PTIS via visa data, continuing those operations associated with entering visa data should be re-evaluated.

Report Period. Quarterly.

Distribution. OIT/RS and USIA.

Organization. Figure 5-19 provides a layout of the report. The participants are sequenced alphabetically by name.

Selection Criteria. The major criteria for qualifying participants for this report are:

- Participant Record Indicator is any value other than a value indicating cancelled
- Training Arrangement Code is not a value indicating third country
- Record Creation Date is a date which occurred during the specified period of the report
- Country of Training is the United States

REPORTS LAYOUTS

PTIS - USIA VISA UTILITY REPORT
FOR THE PERIOD XX/XX/XX TO XX/XX/XX

*** TOTALS ***

TOTAL PARTICIPANTS ENTERING THE U.S.	USIA VISAS TOTAL	USIA VISAS PERCENT	PTIS IAP66A'S TOTAL	PTIS IAP66A'S PERCENT	USIA AND PTIS VISAS TOTAL	USIA AND PTIS VISAS PERCENT	NO VISA DATA TOTAL	NO VISA DATA PERCENT	USIA VISAS AS SOURCE DOCUMENTS TOTAL	USIA VISAS AS SOURCE DOCUMENTS PERCENT	PTIS IAP66A'S SOURCE DOCUMENTS TOTAL	PTIS IAP66A'S SOURCE DOCUMENTS PERCENT
XXXXX	XXXX	XXX%	XXXX	XXX%	XXXX	XXX%	XXXX	XXX%	XXXX	XXX%	XXXX	XXX%

*** EXCEPTIONS ***

PARTICIPANT NUMBER	PARTICIPANT NAME	IAP66A CONTROL #	AGENT/ CONTRACTOR	VISA DATES FROM	VISA DATES TO	ARRIVAL	PROGRAM DATES FROM	PROGRAM DATES TO	USIA EVIS	PTIS IAP66A	PTIS PROGRAM DOCUMENTATION
XXXXXX	XXXXXXXXXXXXXXXXXXX, X X	XXXXXX	XXXXX	XX/XX/XX	XX/XX/XX	XX/XX/XX	XX/XX/XX	XX/XX/XX	XXX	XXX	XXX
XXXXXX	XXXXXXXXXXXXXXXXXXX, X X	XXXXXX	XXXXX	XX/XX/XX	XX/XX/XX	XX/XX/XX	XX/XX/XX	XX/XX/XX	XXX	XXX	XXX

TOTAL EXCEPTIONS: XXXX

Figure 5-19: Visa Utility Report

Fold back at dotted line.

Other criteria are used to further qualify participants for different fields of the report.

To include a participant in the count of the number of participants with visa data obtained from USIA or from an IAP 66A received at OIT, any occurrence of the Type Source Document element must contain, respectively, a value indicating EVIS or IAP 66A.

To include a participant in the count of the number of participants where the initial source document was USIA or was an IAP 66A, the first occurrence of the Type Source Document data element must contain, respectively, a value indicating EVIS or IAP 66A. To include a participant in the count of the number of participants without visa data, no occurrence of the Type Source Document element should contain a value indicating EVIS or IAP 66A.

The criteria for listing a participant on the report are:

- o Visa Match Source is not set to match for any occurrence of the field
- o Type Source Document is a value indicating either EVIS or IAP 66A for the initial occurrence of this field.

Fields. The immediately preceding paragraph discusses how the values for the totals fields are obtained. The majority of the other values for the fields are obtained from correspondingly named data elements in the PTIS. Exceptions are USIA EVIS, PTIS IAP 66A and PTIS Program Documentation which contain either a "yes" or "no" value depending upon whether the indicated document is found for a particular participant.

5.4.3 PTIS-NIIS Comparison Results

Description. This report provides the results of comparing the academic participant departure data maintained in INS's system called NIIS with the departure data maintained in the PTIS. Counts are provided of the number of participants compared, the number of participants matched, but having different departure dates, the number of participants matched where only NIIS retained a departure date, and the number of participants matched by I-94 admission numbers or matched by a combination of name, birth date and cooperating country. The reports also list those participants where only a NIIS departure date was found.

The report is used to provide a summary of the processing performed by the batch job which compares the data. It could be used initially to verify that the batch program set certain fields in the PTIS data base. The report also identifies the element by which records were matched and thus provides a means of determining the effectiveness of using I-94 numbers for comparison.

Report Period. Monthly.

Distribution. OIT/RS and INS.

Organization/Format. Figure 5-20 provides a layout of the report. Listed participants are ordered sequentially by last name.

REPORTS LAYOUTS

```
                         PTIS - NIIS COMPARISON RESULTS
                           FOR THE MONTH OF XXXXXXXXXX

*** TOTALS ***

      PARTICIPANTS  PARTICIPANTS  PARTICIPANTS  PARTICIPANTS   PARTICIPANTS     PARTICIPANTS
        COMPARED      MATCHED      MATCHED BY    MATCHED BY   WITH DIFFERENT     WITH ONLY
                                   I-94 NUMBER      NAME      DEPARTURE DATES    NIIS DATE

         XXXX          XXXX          XXXX          XXXX           XXXX             XXXX

*** PARTICIPANTS WITH DIFFERENT DEPARTURE DATES OR ONLY NIIS DATE ***

    PARTICIPANT NAME                                    PART. NO  PROGRAM DATES    VISA END  PTIS DEPARTURE  NIIS DEPARTURE
                                                                  FROM      TO       DATE        DATE            DATE

    XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXX XXXXXXXXXXXXXX  XXXXXX   XX/XX/XX XX/XX/XX XX/XX/XX  XX/XX/XX        XX/XX/XX
    XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXX XXXXXXXXXXXXXX  XXXXXX   XX/XX/XX XX/XX/XX XX/XX/XX  XX/XX/XX        XX/XX/XX
```

Figure 5-20: PTIS - NIIS Comparison Report

Fold back at dotted line.

Selection Criteria. The NIIS maintained participant data is compared against PTIS data using either the I-94 Admission Number or a combination of the Family Name, Date of Birth and Cooperating Country. See Section 6 of this report for additional discussions on the comparison functions.

Fields. The totals fields were discussed in the immediately preceding paragraph. The values for the other fields are retrieved from correspondingly named data base elements in the PTIS. An exception is the NIIS Dep. Date which is obtained from the NIIS data.

5.4.4 PTIS-NIIS Utility Report

Description. This report provides information on the utility of comparing departure data maintained in the NIIS with that maintained in the PTIS. For a selected period of time, the report provides the following:

- Total academic participants departing the U.S.
- Number and corresponding percent of academic participants with departure data obtained from NIIS
- Number and corresponding percent of academic participants with departure data obtained from that entered in the PTIS
- Number and corresponding percent of academic participants with departure data obtained from only NIIS
- Number of corresponding percent of academic participants with only departure data entered in PTIS.

The report is used to evaluate the effectiveness of using departure data from the NIIS. If the reports indicate that only a small percentage of the departure data is obtained from the NIIS, continuing the operations associated with comparing that data should be re-evaluated.

Report Period. Quarterly.

Distribution. OIT/RS and INS.

Organization/Format. Figure 5-21 provide a layout of the report.

Selection Criteria. The major criteria for qualifying records for the report is the Type Training Code set to academic and the Participant Record Indicator set to "history" on a date which is during the period of the report. Other criteria are used to further qualify participants for the different fields of the report.

To include a participant in the count of the number of participants with departure dates obtained from NIIS or from PTIS, any occurrence of the Type Source Document must contain, respectively, a value indicating NIIS or PD. To include a participant in the count of the number of participants with departure dates obtained from both NIIS and PTIS, different occurrences of the Type Source Document element must identify both the NIIS and PD as source documents. To include a participant in the count of the number of participants where only departure date was available, the Type Source Document element must contain only a value indicating NIIS or PD.

Subsection(s) ________

Date Documented ________

☐ New ☐ Revision

Change Notice # ________

SYSTEM TITLE:	SYSTEM ID:
PARTICIPANT TRAINING INFORMATION SYSTEM	PTIS

REPORTS LAYOUTS

PTIS - NIIS UTILITY REPORT
FOR THE PERIOD XX/XX/XX TO XX/XX/XX

*** TOTALS ***

TOTAL PARTICIPANTS DEPARTING THE U.S.	NIIS DEPARTURE TOTAL PERCENT	PTIS DEPARTURE TOTAL PERCENT	NIIS AND PTIS DEPARTURES TOTAL PERCENT	NIIS AS DEPARTURE ONLY TOTAL PERCENT	PTIS AS DEPARTURE ONLY TOTAL PERCENT
XXXXX	XXXX XXX%	XXXX XXX%	XXXX XXX%	XXXX XXX%	XXXX XXX%

Figure 5-21; PTIS - NIIS Utility Report

←Fold back at dotted line.

Fields. The fields are discussed in the immediately preceding paragraph.

5.5 Statistical Reports

The proposed PTIS has the capability to provide a wide range of statistical reports to support AID/OIT management goals and objectives. Since management needs vary, the statistical reporting processes include a capability to define or modify statistical reports, as needed. This section presents and discusses a sampling of potentially useful reports, but does not attempt to define all statistical reports AID/OIT mangement may wish to use, at some future time.

The specific PTIS statistical reports discussed, in this section are:

- o Program Agent Workload
- o Participant Training Costs by Placement Service
- o Participant Training Cost at Selected Universities
- o Education Trends
- o The Columbo Report
- o The Development Assistant Committee (DAC) Report

5.5.1 Program Agent Workload

The Program Agent Workload report develops statistics related to the past, present and forecast workload of the program agents under AID/OIT contract. Aspects of program agent workload that may be of interest in relation to this report include:

- o Maintenance of the workload of every program agent above an AID/OIT specified minimum threshold

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- o Preferential assignment of workload to program agents with the lowest placement costs
- o Preferential assignment of workload to avoid the need to increase or decrease a program agent's placement programmer staff

In short, the AID contract manager could use program agent workload statistical reports to assist him or her in assigning participants to program agents. Figures 5-22 and 5-23 illustrate two forms in which such reports might be produced by the PTIS.

5.5.2 Participant Training Costs by Placement Service

This type of report could display statistical information such as cost per month per participant for each program agent or contractor. The PTIS data that can be used to develop the information may include actual or projected costs. The report information could be displayed as shown in Figure 5-24.

5.5.3 Cost Per Participant Training at Selected Universities

This report example uses PTIS funding information to establish average training costs. The costs are present by participant-training month for specific institutions, for each major field of study, and for each academic level. The report can be used by management to assist in identifying the most economical training programs for fields of study.

The report results could be produced in tabular form, and in graphic form, similar to Figure 5-25 and Figure 5-26.

5.5.4 Education Trends

This sample report consists of two parts. One report segment is produced for academic trends over the previous years. The other report segment identifies technical education trends for the same period. This two part report could be used to

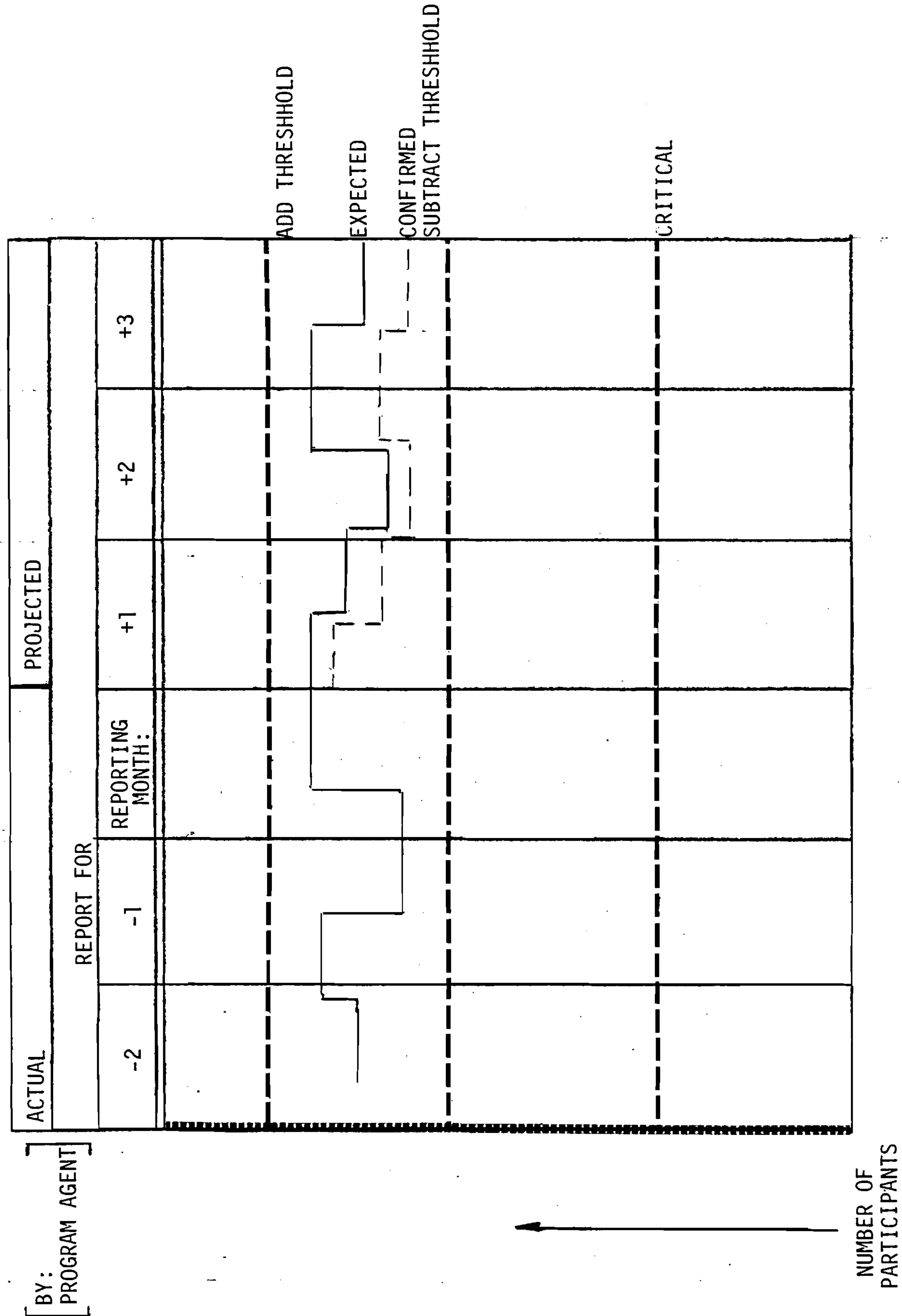

Figure 5-22: Participant Assignment Workloads, Actual and Projected, by Program Agent

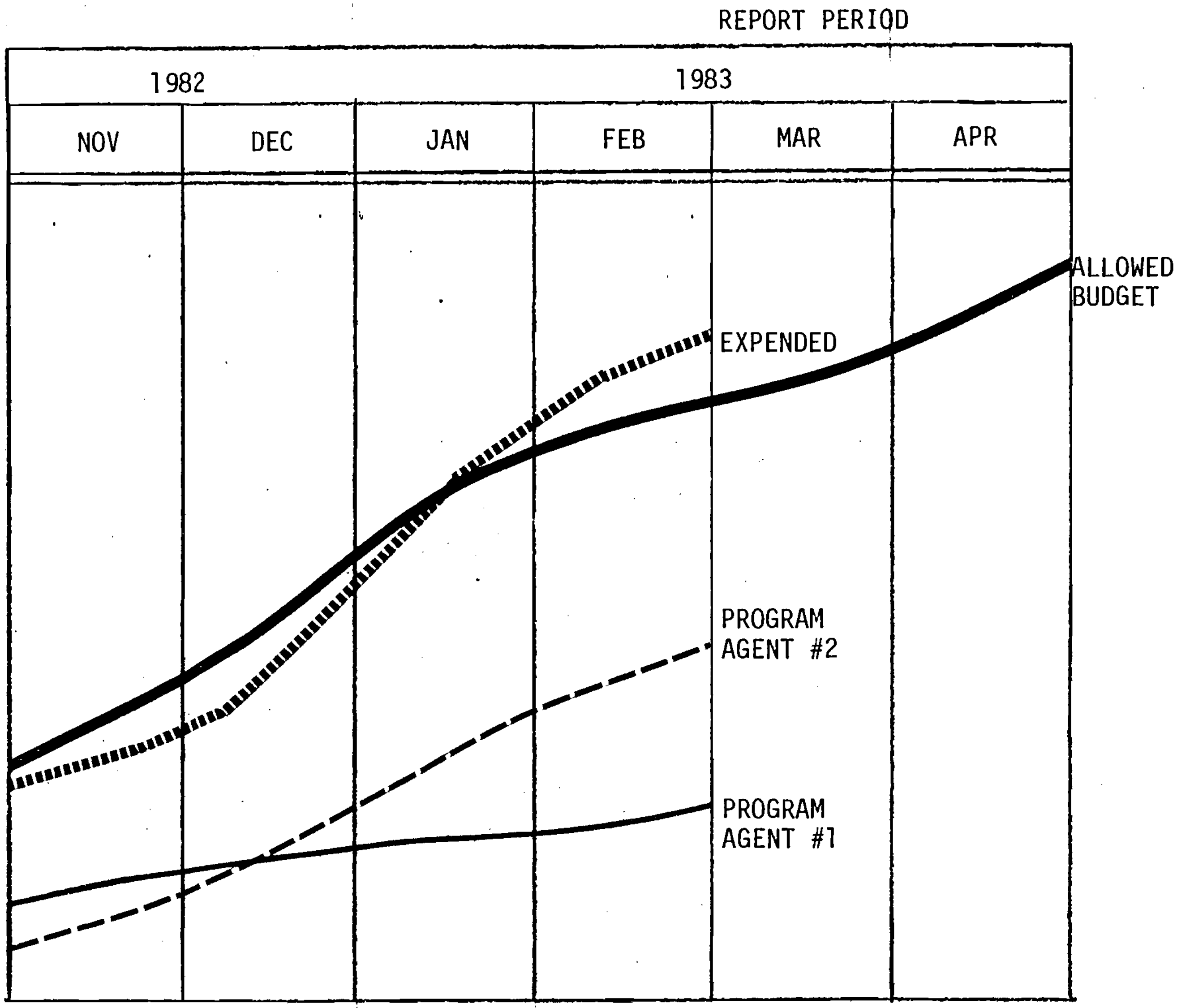

Figure 5-23: Program Agent Cumulative Fiscal Year Expenditures to Date

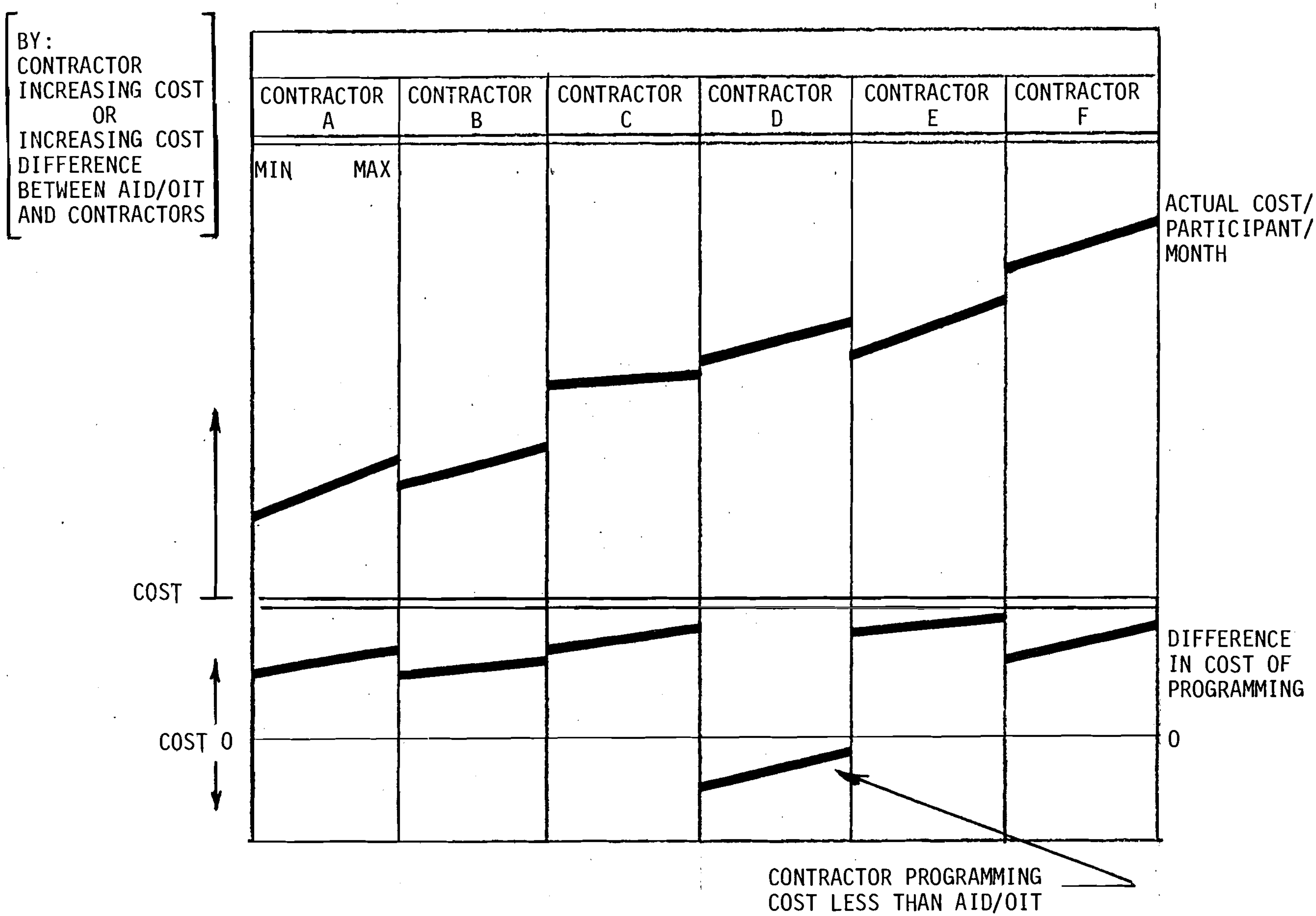

Figure 5-24: Participant Training Cost Differences Between AID/OIT and Contractor Placed Participants

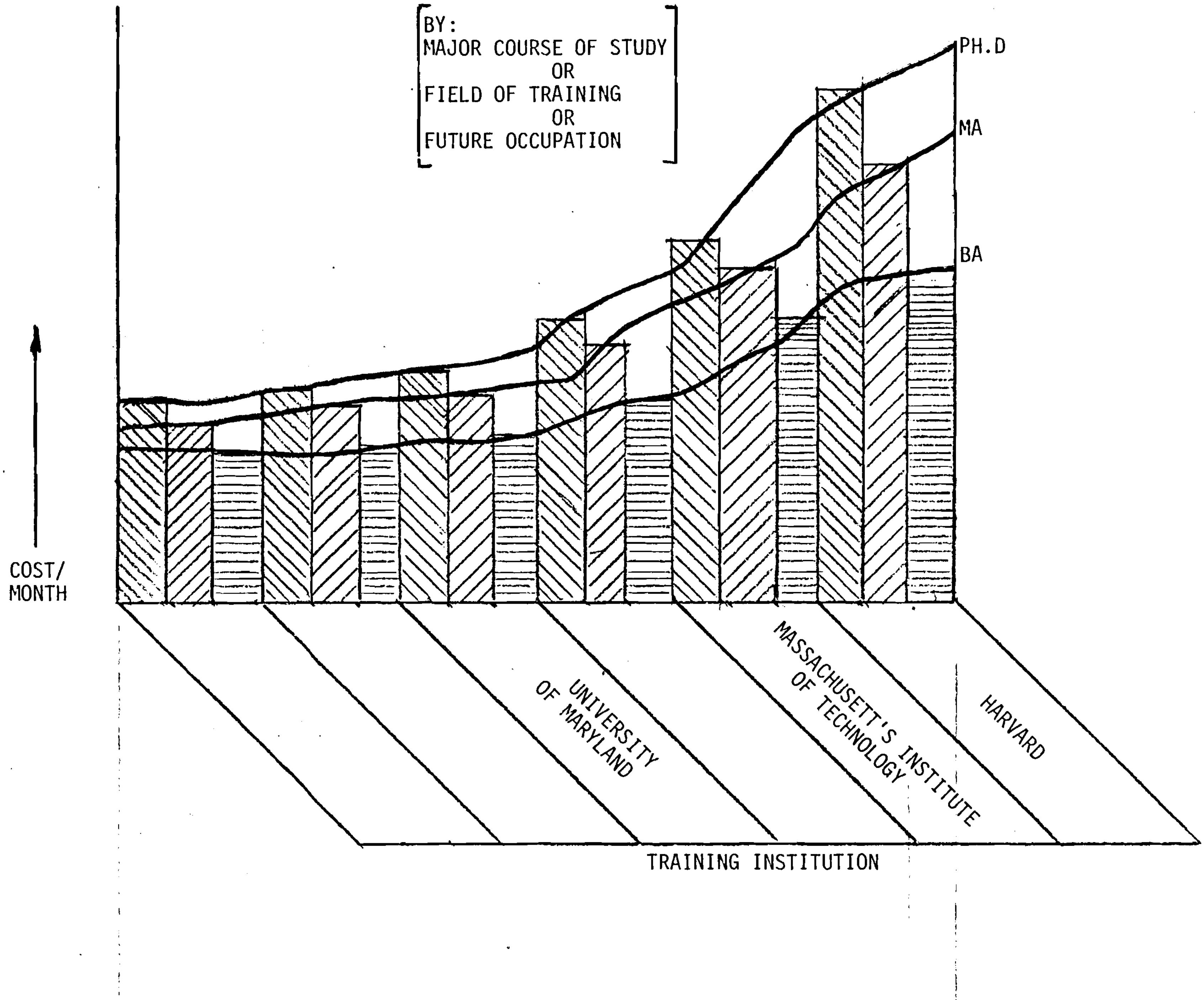

Figure 5-25: Actual AID/OIT Cost/Participant/Month for Selected Universities
5-67

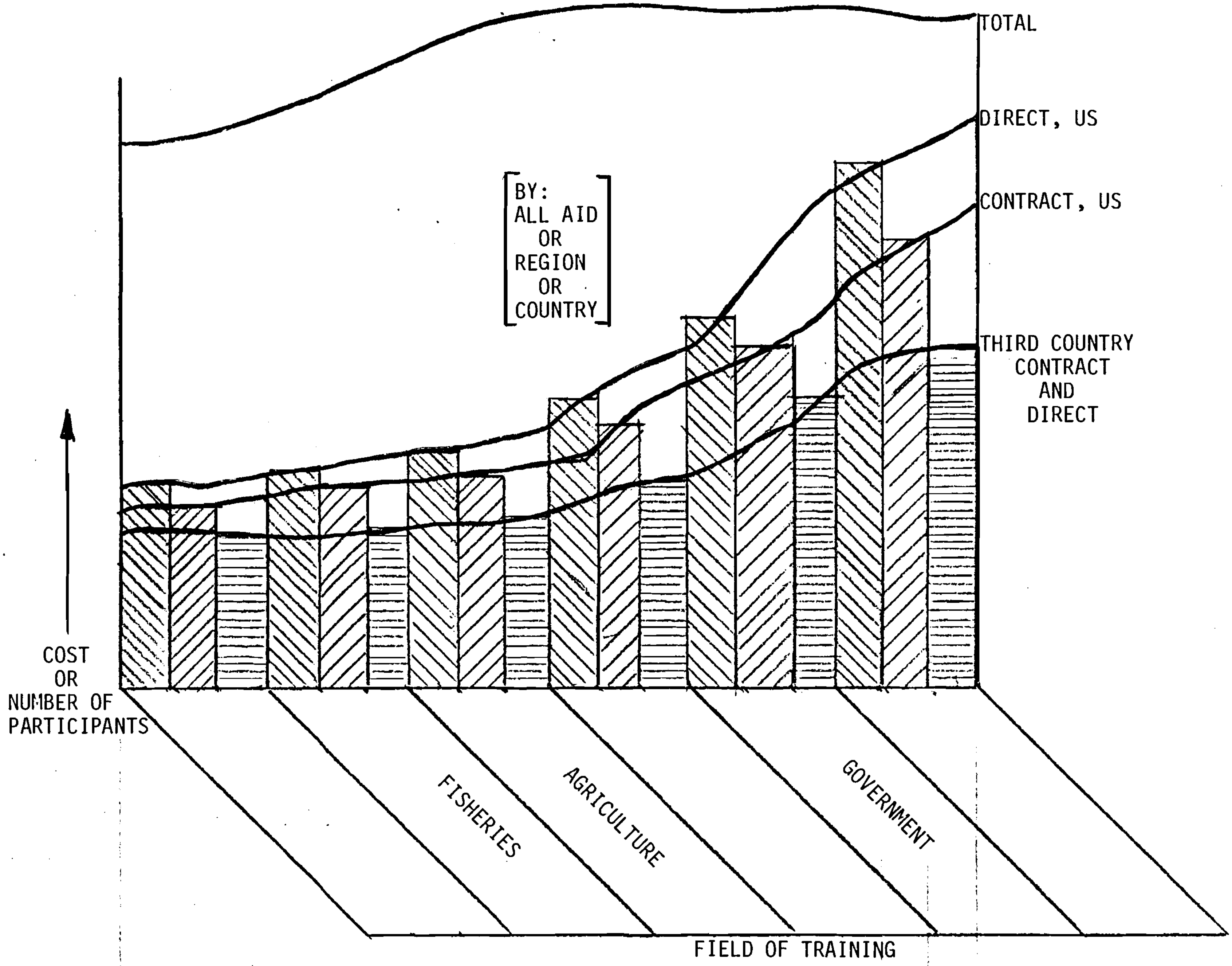

Figure 5-26: Actual AID/OIT Cost/Participant for Training by Funding Arrangement and by Field of Training

assist in projecting out-year training needs for each country. The report could be produced in tabular form as presented in Figure 5-27, Figure 5-28, and Figure 5-29.

5.5.5 Colombo Report

The Colombo report is an annual report which provides technical cooperation statistics on academic and technical participants for cooperating countries in the Colombo plan. These countries currently include:

Afghanistan	Malaysia
Bangladesh	Maldives
Bhutan	Nepal
Burma	Pakistan
Fiji	Papua, New Guinea
India	Philippines
Indonesia	Singapore
Iran	Sri Lanka
Kampuchea	Thailand
Korea, Republic of	Other Regional (Country of origin unidentifiable)
Laos	

The conceptual PTIS provides the capability to produce the Colombo report using the same data elements, format and organizations as previously used.

5.5.6 DAC Report

The DAC report is an annual participant-training summary report produced to support AID/PPC planning activities and was originally organized and formatted in response to instructions dated September 1963. During the past few years, the PTIS stopped maintaining several data items used to generate sta-

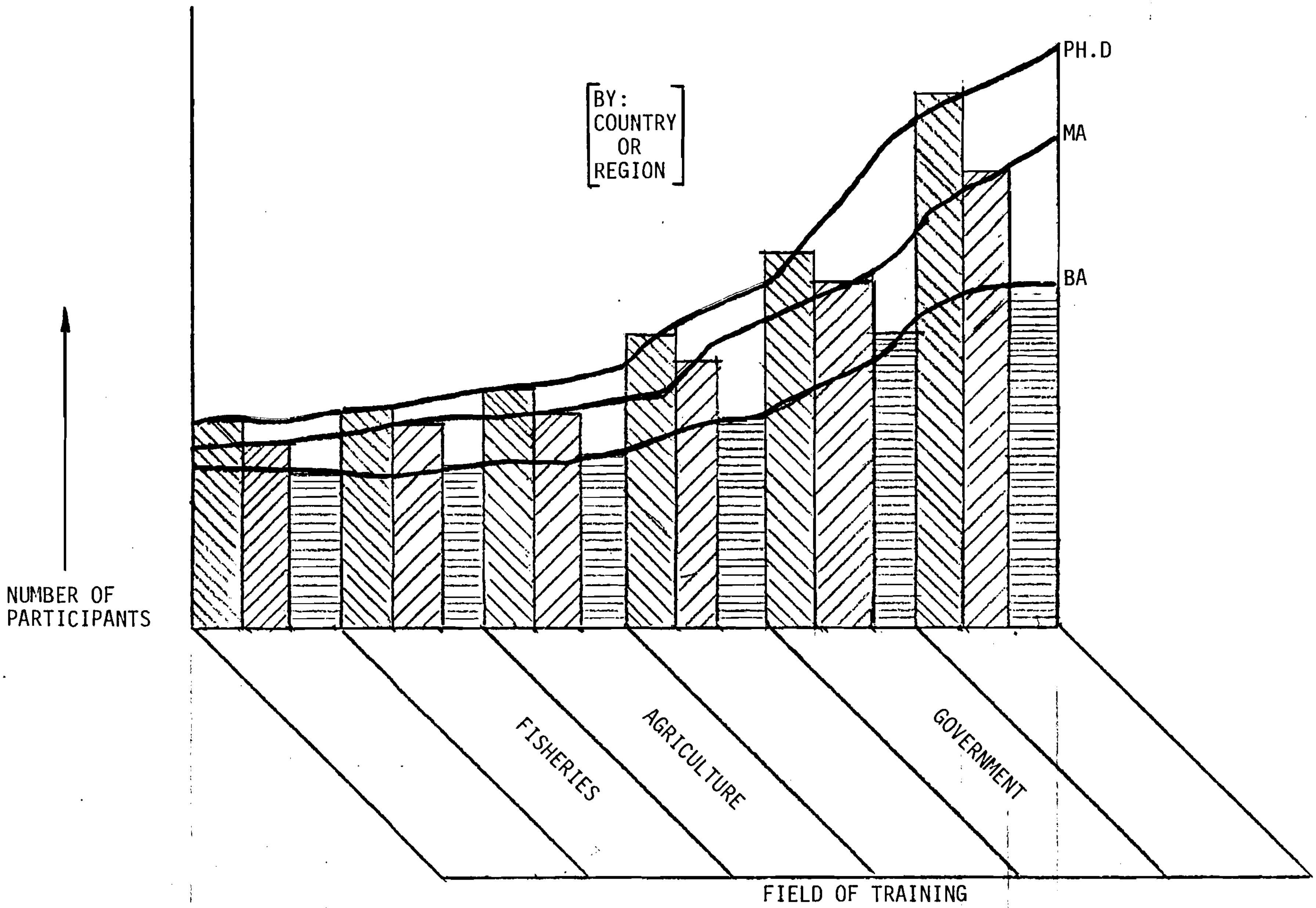

Figure 5-27: Actual Number or Percentages of Participants Trained by Field of Training

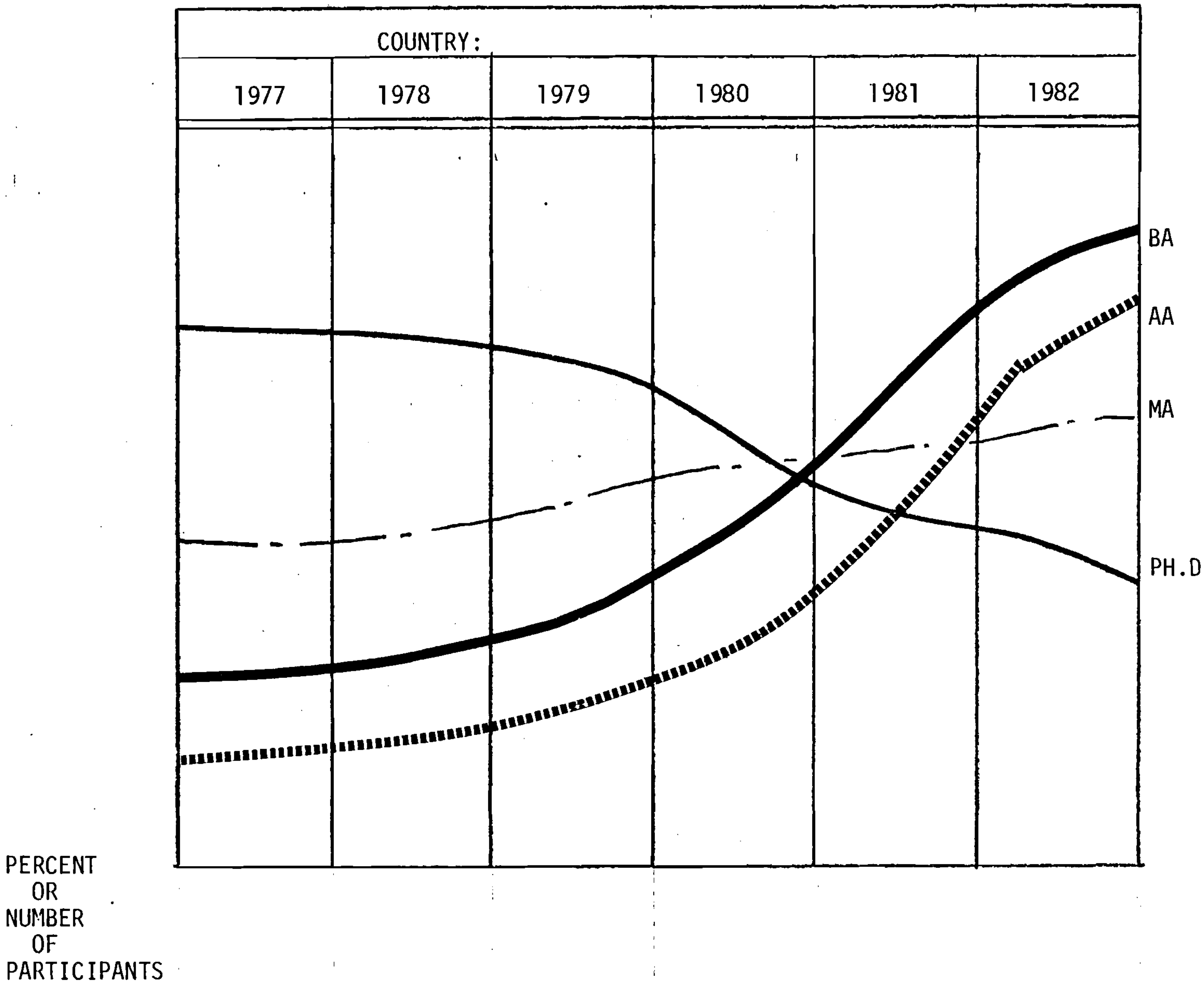

Figure 5-28: Trends in Shift of Training Objectives

BY:
COUNTRY
OR
REGION

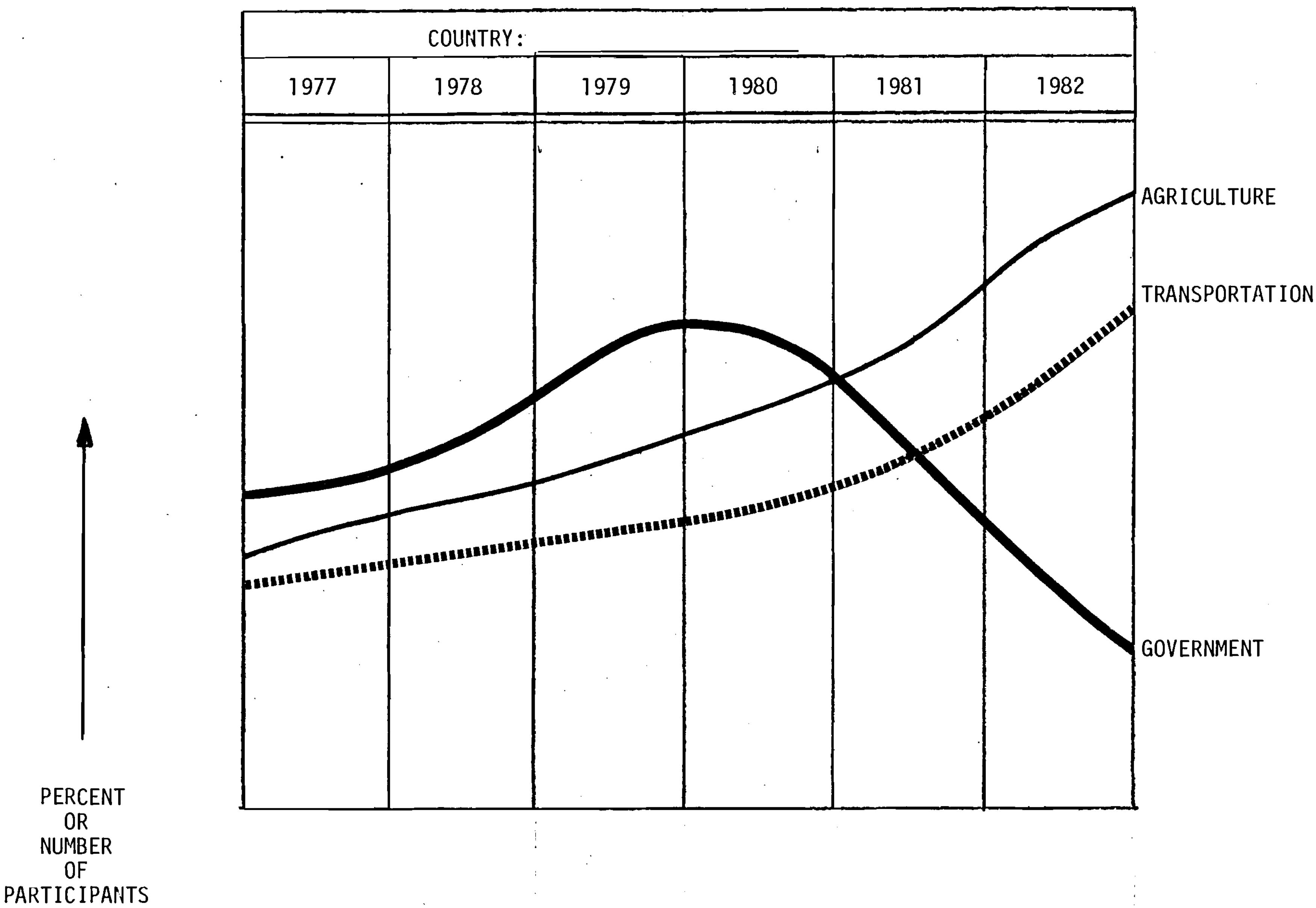

Figure 5-29: Trend in Shift of Training Emphasis

tistics for the original DAC report. While the conceptual PTIS does maintain some of these data items, the values for other data items originally used for DAC reporting were modified. Figure 5-30 presents the organization and layout of a DAC report which could be produced by the PTIS using available data elements.

REPORTS LAYOUTS

```
                                   ****************************************                PAGE  XX
*****************************      *             XXXX--DAC - PART I       *    REPORT DATE:  XX-XX-XX
*PHILIPPINES                *      *STUDENTS IN TRAINING DURING FISCAL YEAR*
*****************************      ****************************************
                            TOTAL  MAN-MONTHS  HUMANI-         FINE        SOC          NAT          MED
                         STUDENTS  USED IN FY   TIES     EDUC  ARTS   LAW  SCI   ECON   SCI   ENGR   SCI   AGRIC  OTHER

       NON-CONTRACT
         UNDERGRAD
           BACHELOR
           ASSOCIATE
           NO DEGREE
         UNDERGRAD TOTAL

         GRADUATE
           MASTERS
           PH.D
           NO DEGREE
         GRADUATE TOTAL
       NON-CONTRACT TOTAL

       CONTRACT
         UNDERGRAD
           BACHELOR
           ASSOCIATE
           NO DEGREE
         UNDERGRAD TOTAL

         GRADUATE
           MASTERS
           PH.D
           NO DEGREE
         GRADUATE TOTAL
       CONTRACT TOTAL

       THIRD CNTRY OF ORIGIN
         UNDERGRAD
           BACHELOR
           ASSOCIATE
           NO DEGREE
         UNDERGRAD TOTAL
```

Figure 5-30: DAC Report

Fold back at dotted line.

REPORTS LAYOUTS

```
                                                 ***************************************                         PAGE  XX
******************************                   *        XXXX--DAC - PART I (Cont'd) *            REPORT DATE:  XX-XX-XX
*PHILIPPINES                 *                   *STUDENTS IN TRAINING DURING FISCAL YEAR*
******************************                   ***************************************
                                       TOTAL   MAN-MONTHS  HUMANI-       FINE       SOC          NAT          MED    ARGIC  OTHER
                                     STUDENTS  USED IN FY   TIES    EDUC ARTS  LAW  SCI   ECON   SCI   ENGR   SCI
         GRADUATE
           MASTERS
           PH.D
           NO DEGREE
         GRADUATE TOTAL
       THIRD COUNTRY TOTAL

       COUNTRY TOTAL
```

```
                                                 ***************************************                         PAGE  XX
******************************                   *       XXXX--DAC - PART II           *            REPORT DATE:  XX-XX-XX
*PHILIPPINES                 *                   *TRAINEES IN TRAINING DURING FISCAL YEAR*
******************************                   ***************************************
                                                                   POWER    IND   TRADE,                         SOCIAL
                                      TOTAL   MAN MONTHS   ECON    PUBLIC TRANS, MINING BANK,                         SVCS,
                                    TRAINEES  USED IN FY PLANNING  ADMIN   COMM   MFG    INS   AGRIC HEALTH  EDUC  LABOR  OTHER

       NON-CONTRACT TOTAL

       CONTRACT TOTAL

       THIRD COUNTRY TOTAL

COUNTRY TOTAL
```

Figure 5-30: DAC Report (Cont'd)

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REPORTS LAYOUTS

```
                                 ***************************************************************
********************             *                                                             *        PAGE  XX
*PHILIPPINES       *             *OCCUPATIONAL CATEGORY--IN TRAINING DURING FISCAL YEAR*    REPORT DATE:  XX-XX-XX
********************             ***************************************************************

                          NON-CONTRACT                    CONTRACT                THIRD COUNTRY/EXCLUSIVE              TOTAL
                    PARTS      M/M   AVERAGE     PARTS      M/M   AVERAGE     PARTS      M/M   AVERAGE     PARTS    M/M    AVERAGE

   ACADEMIC
     TOP LEVEL
     SECOND LEVEL
     SUBORDINATE MGT
     ENGINEERS
     PROFESSIONAL
     SUB-PROFESSIONAL
     PROD. OPER.
     BLANK
   TOTAL ACADEMIC

   TECHNICAL
     TOP LEVEL
     SECOND LEVEL
     SUBORDINATE MGT
     ENGINEERS
     PROFESSIONAL
     SUB-PROFESSIONAL
     PROD. OPER.
     BLANK
   TOTAL TECHNICAL

   COUNTRY TOTAL
```

Figure 5-30: DAC Report (Cont'd)

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SECTION 6

6.0 System Interfaces

The conceptual PTIS encompasses programmed interfaces to seven automated systems maintained by other organizational entities. An additional system interface, that with the HAC Administrator, could eventually be converted from its current manual mode of operation to a regularly scheduled, machine-readable file transfer. Of the seven planned interfaces, three will be to data bases maintained by other AID offices -- namely, FM, CM and PPC. The interface with the USIA will be concerned with verifying the inclusiveness of the number of participants maintained in the PTIS data base. The INS interface will cross-reference program completion of academic participants with INS-recorded data on departures and suspected overstays. Finally, two of OIT's program agencies, Partners for International Educational Training and the USDA may be induced to exchange participant program data in machine-readable format rather than on hard-copy PD Forms.

The interfaces with AID/FM, AID/CM, USIA and INS provide participant data which supplements data provided to the PTIS from primary sources. For example, the PIO/P data obtained from FM should be available from PIO/P's and confirmation cables. The use of these four interfaces must be monitored to determine their utility to the PTIS. If they provide more useful and consistent data than does the primary data source, efforts should be taken to discontinue or modify the procedures associated with processing the primary data source. On the other hand, if the data provided via the interfaces is not consistent or does not improve

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the quality of data in the PTIS, the continued use of the interfaces should be evaluated.

6.1 AID/FM Interface

AID's Office of Financial Management maintains a financial system, the Participant Payment System (PPS), containing budget and invoice information on directly funded participants. This information can be used by the PTIS to determine aggregate and average costs of participant programs. The PTIS will retrieve cost and program duration data from the FM files to place into the Participant File or to generate statistical reports.

The data retrieved from the PPS file is used to supplement similar data entered in the PTIS from confirmation cables. If the FM interface proves to be a useful and accurate means of entering this data in the PTIS, entering data from the confirmation cable can be discontinued.

6.1.1 PPS File Organization

PPS is an AID agency-wide file maintained in INQUIRE DBMS format. A record is maintained for each directly funded participant and the PIO/P number is the key field for accessing records. PIO/P data is maintained in repeating fields in a manner similar to the PTIS. Participant records are created in the PPS after the confirmation cable is forwarded to the appropriate mission. Appendix C defines the PPS data elements.

6.1.2 PPS-PTIS Interface

PPS-PTIS interface processing can occur on a regularly scheduled or ad hoc basis, at OIT's option.

(1) Scheduled Processing. The regularly scheduled PPS-PTIS interface processing accesses both data bases simultaneously to match participant records. The PIO/P number is the criterion used to initially match records. When a match on the PIO/P number occurs, the PTIS records are further qualified using the following criteria:

- Participant Record Status is active
- Type Source Document and Update Date do not reflect the presence of PPS data entered in the last three months.

PTIS records, qualified using these criteria, are compared against the PPS records using Participant Number and the most recently entered PIO/P Number. When a match occurs, the following data elements are retrieved from the PPS record and added to the PTIS record:

PTIS Data Element	PPS Data Element
PIO/P ISSUANCE DATE	PIOP-DT
PIO/P FUNDING AMOUNT	PIOP-AMT
PIO/P FUNDING DURATION	PIOP-DUR

The next repeat of the Type Source Document data element is updated to reflect PPS and the Update Date is set to the current date. Using the values for these data elements, the average monthly costs for all directly funded participants and various subsets of participants can be determined.

(2) Ad Hoc Processing. The PPS-PTIS interface can occur on an ad hoc basis to associate the PPS data elements with each direct participant's PTIS record. For example, for each participant, the PPS maintains four budget worksheet subtotals for last year (CRED-LY1, CRED-LY2, etc.) and the current year (CRED-CY1, CRED-CY2, etc.). Through INQUIRE, the two data bases can be logically linked and accessed as one. OIT could then access financial information on particular participants to generate statistical reports on all or special subsets of directly funded participants.

The criteria for matching records, for ad hoc processing, would be PIO/P Number and Participant Number.

6.2 AID/CM Interface

AID's Office of Contract Management maintains a system containing information on each contract awarded by AID and the contractors who were awarded the contracts. The CM system is called Contract Online Reporting System (COORS) and the PTIS interfaces with COORS primarily to obtain or verify project numbers associated with each AID contract awarded to manage a participant program. The inclusion of project number as a PTIS data element satisfies requirements of AID's Bureau of Program and Policy Coordination. Other data related to aid contracts are also obtained from COORS for other uses in the PTIS.

Project numbers and related data are maintained in the PTIS Contractor Extract File (See Section 9). The PTIS retrieves the project number from the Contractor Extract File and places it in the PTIS when a participant, managed by a contractor, is entered in system. The inclusion of the project number in the Participant File permits participants to be grouped and statistical data to be generated by project number. Other data maintained in the Contractor Extract File is used for the Insurance Entitlement Program and for report generation.

While the project number associated with training programs for directly funded participants can be obtained from the full PIO/P number, the project number for a contract participant is not available unless provided by the contractor on a PD form. The Pinkerton project team's analysis of the OIT data currently received from contractors, did not lead the team to believe that a high percentage of contractors would provide a project number or that the numbers provided would be the correct ones. By accessing the COORS files, the PTIS can obtain or verify project numbers and related data. If contractors consistently provide the correct project numbers on the PD's, the use of this interface could be discontinued.

6.2.1 COORS File Organization

COORS is an agency-wide file maintained in INQUIRE DBMS format. A record is maintained for each AID contract and Contract Number is a prefix key field of the file. Appendix D defines the COORS data elements.

6.2.2 COORS-PTIS Interface

The PTIS will access COORS through a batch mode program to obtain desired data for building records in the Contractor Extract File or to compare the contents of records built through data entry operations. When records are to be built, the criteria for selecting data records from the COORS file is the

Contract Number. The data elements retrieved from COORS for the Contractor Extract File are:

DATA ITEM	COORS FIELD TAG
Contractor Name	CNMSHORT
Contractor Address	ADDRESS1
Project Number	PROJECT

When the COORS file is accessed to compare records created by data entry during a specific week, records are selected from the Contractor Extract File by Record Creation Date. This date must be within seven days of the date of the data base maintenance run. COORS records are again selected by contract number. The data compared are:

Contractor Name

Contractor Address

Project Number

A list of the records built and updated is created at the end of the maintenance run.

6.3 USIA Interface

Use of the IAP 66A as a source document will enable OIT to improve control over the participant universe. AID missions are required to submit a visa application form for each participant to be trained in the U.S. By processing the visa applications and cross-checking the PTIS data base against USIA's Exchange Visitor Information System (EVIS), OIT will effectively track all participant arrivals and provide evidence of the degree of control achieved over participant reporting.

The EVIS contains visa applications collected from participants entering the country. If a mission neglects to forward a copy of the IAP 66A to OIT, positive identification of an unreported participant will occur as a result of this cross-checking. Additionally, IAP 66A's, which exist on EVIS but lack corresponding PTIS program data, may assist in identifying bogus visas. A sample IAP 66A is shown in Appendix 1.

6.3.1 EVIS File Organization.

The EVIS contains visa applications collected from participants entering the United States. EVIS includes all collected visa applications regardless of program sponsor, although program sponsor is a data item maintained for each application. (The code identifying AID as the program sponsor is G20263.) Additional data fields include the IAP 66A control number, participant name, birthdate, country of residence, the visa from and to dates and the action date. Appendix E defines the EVIS data elements.

6.3.2 EVIS-PTIS Interface

PTIS/EVIS processing will take place, at least once each month at a regularly scheduled time. The first step is to extract program sponsored G20263 (AID) data from the EVIS master file. Data fields to be included are:

- o IAP 66A Control Number
- o Name
- o Sex
- o Birth Date (month, day, year)
- o Country of Residence
- o Purpose of Form

- o Visa from Date
- o Visa to Date
- o Action Date.

The criteria used in selecting PTIS participant records for comparison against EVIS records are:

- o <u>Training Arrangement Code</u> is not third country
- o <u>Participant Record Indicator</u> is active, undefined or history, but the history state must have been set within six months of the time of the run.

PTIS records, selected for comparison against the EVIS records, are matched using the <u>IAP 66A Control Number</u> and a combination of <u>Family Name</u>, <u>Date of Birth</u> and <u>Cooperating Country</u>. The EVIS records can relate to the PTIS records as follows:

- o The IAP 66A Control Number of an EVIS record will match a PTIS IAP 66A Control Number
- o The IAP 66A Control Number of the EVIS record will not be found on the PTIS data base but an EVIS and PTIS record will match on name, birth date, and cooperating country and the EVIS visa dates will logically relate to the participant's program dates
- o An EVIS record showing AID sponsorship will not match a PTIS record on IAP 66A control number nor on the combination of name, birth date, cooperating country and logical date relationships.

The processing associated with each of these conditions is:

(1) EVIS/PTIS IAP 66A Control Number Match. This is the ideal situation. Processing steps to occur at this point are:

- o Change the appropriate occurrence of the Visa Match field from indicating a PTIS IAP 66A only to indicating matching IAP 66As on PTIS and EVIS
- o Update the next repeat of Type Source Document code and Update Date.

(2) Name, Birth Date and Cooperating Country Matches and Logical Date Relationships. This is the situation where the EVIS IAP 66A control number is not found on the PTIS data base, yet the EVIS and PTIS records contain matching name, birth date and cooperating countries and the EVIS from and to dates logically relate to a participant's training dates. In this event, the processing to be accomplished is:

- o The next occurrence of the visa application-related repeating fields are moved from EVIS to PTIS and the appropriate occurrence of the Visa Match field is set to indicate EVIS IAP 66A only
- o The next repeat of the Type Source Document Code and Update Date fields are provided or generated. An exception report will be produced pointing out the absence of the in-house copy of the IAP 66A.

(3) AID Participant Not on OIT's Data Base. This is a case in which there is no EVIS/PTIS match on IAP 66A control number and subsequent programmed searches uncover no match on name, birth date, cooperating country and

logical date relationships. The condition represents an individual who has entered the U.S., i.e., the form was collected from the individual at the port of entry, on an AID-sponsored visa (program sponsor G20263), but the person is not represented on OIT's data base. Although a major purpose of the EVIS interface is to uncover any such cases, hopefully very few or none at all will occur.

An exception report will be produced when this condition occurs. OIT's first step should be to search its own records (the data base and hard copy files) to discover the participant. Perhaps the name or birth date has been transposed or entered incorrectly on OIT's data base. If the participant is not found, a PTIS record is created using the data on the report.

6.4 INS Interface

The PTIS interface, with the Non-Immigrant Information System (NIIS) maintained by INS, will provide definite departure information (whether positive or negative) on each academic participant. While the NIIS could also be used to track technical participants, OIT management does not believe it is warranted at this time. The NIIS tracks arrivals and departures of nonimmigrant visitors to the U.S. The principal source document for NIIS is the newly revised I-94 form shown in Appendix F. NIIS is a new system just implemented in January of 1983. Detailed information on its files/operations was not available, at the date of this report. Additional coordination with INS is required to use NIIS data.

The PTIS contains a data element for maintaining the I-94 admission number which is the primary means of matching NIIS and PTIS records. The I-94 admission number is to be supplied on PD's by a program agent or contractor when a participant it is managing leaves the United States. By monitoring the departure information obtained from NIIS and comparing it with departure data provided on PD's, the utility of the interface can be determined.

6.4.1 NIIS File Organization

A detailed definition of data elements for the NIIS is not available; however, some information is known.

The I-94 contains two detachable parts, the arrival record (top section) and the departure record (bottom section). Both sections of the form are filled out upon the visitor's arrival in this country. INS-provided language experts at each port of entry ensure the accuracy of the entered information. The INS agents require that items 8, 9 and 10 (name, birth date and country of citizenship), of the bottom section, match items 1, 2 and 3, respectively, of the top section. Date of arrival, type of admission (J-1, etc.) and planned return date are stamped in the blank space on the arrival record portion of the form. The bottom section is detached and retained by the visitor until he or she departs. Arrival record data is entered into the NIIS. When the visitor departs, the departure date and port are stamped in the blank square of the departure record portion of the form, the form is collected by the INS and its data is matched to the corresponding arrival data in NIIS. The primary matching field is the admission number.

An arrival is posted as a single record in the NIIS. Notices of extensions to stay and adjustments of status are used to update the record. This arrival data constitutes an "unresolved" record. When the departure data is applied to the "unresolved" record, it is considered to be "resolved." As the data base becomes saturated, it is periodically purged of "resolved" records. "Unresolved" records remain on the data base indefinitely. "Unresolved" records with expired "to dates" represent overstay (or no-go) visitors.

6.4.2 NIIS-PTIS Interface

Monthly processing against NIIS will provide OIT and each mission, contractor and program agent with reports of academic participant programs completed and the corresponding NIIS departure verification. Only records with type of admission indicating a J-1 visa and resolved (verified departures) will be selected from the NIIS data base for processing against the PTIS. The criteria used in selecting PTIS participant records for comparison against NIIS records are:

- Type Training Code is academic
- Training Arrangement Code is not set to third country
- Participant Record Indicator is not cancelled or a history state set more than ninety days before the date of the monthly processing
- INS Indicator is not set to match

PTIS records selected for comparison against the NIIS records are matched using the I-94 Admission Number and a combination of Family Name, Date of Birth and Cooperating Country. NIIS records can relate to PTIS records as follow:

- o I-94 Admission Numbers match
- o I-94 Admission Numbers don't match but Name, Date of Birth and Cooperating Country match and the NIIS departure dates logically relate to the participant's departure date
- o NIIS and PTIS records don't match.

The processing related to each of these conditions is:

(1) I-94 Admission Number Match. This is the ideal condition. Processing steps which occur at this point are:

- o. Change the INS Indicator to match
- o Move the NIIS date of departure to the PTIS departure date
- o Update the next repeat of the Type Source Document to reflect NIIS and the Update Date to the current date

(2) Record Match on Name, Date of Birth and Cooperating Country. Processing is same as for I-94 Admission Number Match

(3) A report identifying the updated PTIS records is generated.

For cases in which the I-94 admission number is not provided by contractors or programming agents, OIT could obtain more accurate processing against the INS/NIIS data base if INS would include program sponsor (program sponsor G20263 indicates AID sponsorship) as one of its data elements. INS personnel have indicated that the program sponsor could be entered (coded or stamped) on the back of the I-94 form by the INS agent collecting the forms. If this were done, program sponsor would also be a data element of the NIIS. In this case, PTIS would be interfaced against the NIIS records of AID-sponsored exchange visitors rather than against the entire J-1 visitor category. Pinkerton recommends that OIT formally request this enhancement of the NIIS as soon as possible.

6.5 PPC Interface

AID's Bureau for Program and Policy Coordination (PPC) uses data captured by the PTIS to support agency planning. The PPC-PTIS data base interface requires the following:

- o Accessing Contract Management's COORS data base to obtain project number from contract number for contract participants
- o Maintaining project numbers in the PTIS data base to accommodate PPC
- o Allowing PPC to access OIT's data base in online and batch mode, for reporting and ad hoc query purposes
- o Generating exception reports concerning certain field deviations, for resolution by PPC staff
- o Possibly, allowing PPC maintenance access privileges to OIT's data base for the resolution of field deviations

The INQUIRE DBMS format of PPC's Program Budget Data System (PBDS) and the Congressional Presentation (CP) file will facilitate implementation of the interface. The familiarity of PPC staff members with INQUIRE will allow PPC easy access to OIT's data base (in read only mode) for its own use. The PPC staff are capable of performing PPC-related updates to OIT's data base, should they be allowed maintenance access.

6.5.1 PPC File Organization

PPC requires that specified data elements, (i.e., bureau office, decision unit, project number and funding source) be associated with each participant's computer record. PPC's definition of these data elements is:

ELEMENT NAME	MEANING
BUR-OFIC	Code for bureau-level organization within AID. This two-character field uses the Bureau name decode file.
DECUNIT	Code for country/office-level management unit within AID. This should refer to the unit with responsibility for management of the activity rather than to the location of the activity.

	The three-character field uses the Country/Office Name decode file.
PROJECT	Project numbers are assigned by the bureau responsible for the activity, or the mission, if so delegated. This field uses the Project Title decode file.
FDSOURCE	Codes for funding source of AID activity. Contains APPROP for appropriation code and LG for loan/grant indicator.

The most important of these data elements, for the PPC/PTIS interface, is the project number.

6.5.2 PPC-PTIS Interface

A batch program maintained by PPC personnel will be run on a weekly or monthly schedule, to generate a report of new contract participants entered during the period. The criteria for selecting PTIS participant records are:

- o Type Training Arrangement indicates a contract participant
- o Participant Record Indicator is active or history, if the record state has been set during the period of the report, i.e., 7 days for a weekly report or 30 days for a monthly report.

Participant records selected using these two criteria are further qualified by having a Record Creation Date that occurred within the period of the report.

The generated report will use the project number obtained from the PTIS to derive related bureau office, decision unit and funding source fields from PPC files. PPC personnel have informed the Pinkerton team that, approximately 90% of the cases, bureau office, decision unit and funding source can be logically derived if the project number is known. For the 10% of cases which do not conform to this rule, PPC personnel would need to analyze project number on a case-by-case basis to derive these fields.

6.6 Program Agent Interface

The USDA and Partners, as well as other OIT program agencies, are required to exchange program data with the PTIS for each participant at program initiation, when a program change is affected and at program completion. The data is planned to be exchanged in hard-copy format on the new PD form. Comparison of the currently used PPTD form (AID 1380-59) with the newly designed PD form demonstrates that new data reduction and coding demands will be placed upon the program agencies with implementation of the new PTIS. Since the program agencies will, in any case, have to adjust to the new requirements, those who currently maintain automated systems, i.e., USDA and Partners, may wish to alter those systems to exchange machine-readable data. Should this be the case, exchanging machine-readable files instead of the hard-copy forms would benefit the operations of all organizations involved, by reducing data entry workloads and providing a more error free and expeditious means of transferring data.

Although further analyses are required to fully implement this capability, considerations for exchanging machine-readable data include:

(1) Each transaction contained on a data exchange transaction file should be edited for validity of format, conformity to proscribed data element code structures, and for consistency with the PTIS record to be updated.

(2) Any data element failing either of the above edit categories should not be applied to a PTIS record but should be written to an exception report. All updated records should be listed in both their `before' and `after' forms on an update report. Both the edit exception report and the update report should be carefully examined.

(3) Problems uncovered by the update or edit report should be resolved either by: corrections supplied by the next transaction file, or by online data base maintenance performed after consulting the applicable organization.

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SECTION 7

7.0 Conceptual PTIS Environment

The conceptual PTIS can be expected to effect the daily operational environment in which the PTIS presently functions. New sources of data and data forms will be used and the use of some existing source data forms will be discontinued. New data reduction and entry techniques will be used and new reports will be generated. The HAC insurance function will no longer use HAC cards but a new form to inform the trust administrator of insurance entitlement.

These changes and others will alter the existing operational environment within OIT and within the participant community. This section discusses the anticipated environment in regards to the number and location of required terminals, expected system support, areas within OIT requiring training, changes to administration guidelines including Handbook 10 and changes in personnel levels.

7.1 Equipment

The conceptual PTIS uses the existing AID/DM computer resources as presently configured at the Universal North site. Terminals located within OIT interface with DM's computer resources via a 3270 terminal controller and possibly via a 1200 baud dialup communications link. At least three OIT functional offices will require ready access to a PTIS terminal to accommodate the operations of the conceptual PTIS. These functional offices are:

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- OIT Control
- Detailed Data Entry (currently called Statistics)
- HAC Functions.

A fourth area, Reports Control, requires access to a PTIS terminal to accomplish tasks associated with generating reports, but the frequency of access does not necessitate permanently locating a terminal within that area. Other personnel within OIT will require access to a PTIS terminal but only on an occasional basis.

The OIT functional offices requiring frequent access to a terminal do not require a dedicated terminal. Two 3270 video terminals and two printers located in close proximity to these offices can satisfy their terminal access requirements as well as the anticipated access requirements for the rest of OIT.

Figure 7-1 presents a recommended layout for the terminals and printers required to support PTIS. The OIT office space located on the second floor area and presently occupied by HAC and PIO/P control appears to be the optimal location for the PTIS terminals. The detailed data entry personnel could be located in this area as could OIT control, HAC, report control and data management. This terminal/printer configuration provides a central point for sharing resources among those offices of OIT requiring frequent access to them plus a single location for others who require less frequent access. This layout also concentrates in one area those personnel interfacing with the PTIS and provides the opportunity for easier and more frequent exchange and transfer of knowledge of the operation of the PTIS.

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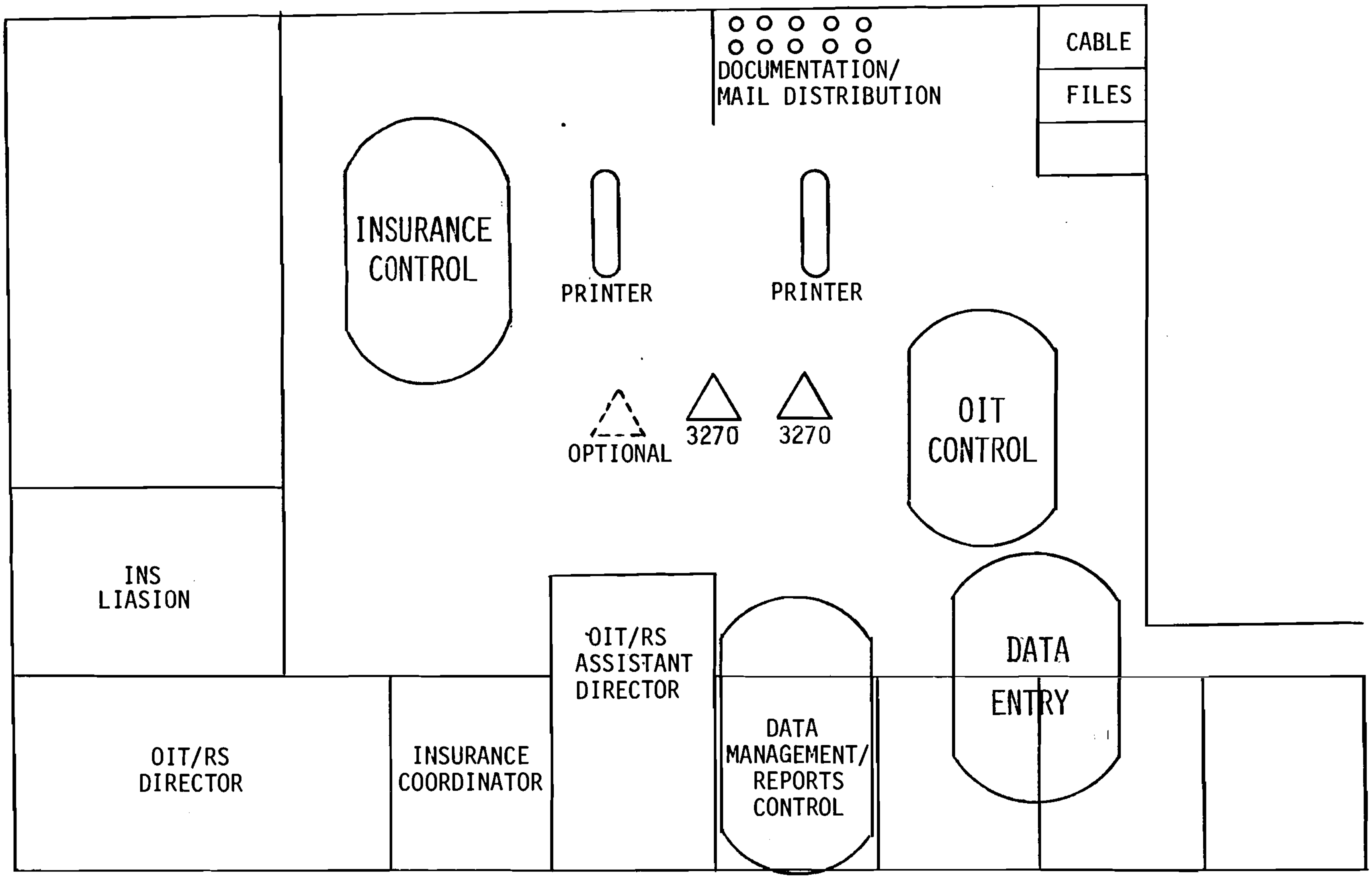

Figure 7-1: Proposed PTIS Terminal Layout

The layout also provides flexibility in formally shifting work assignments among the personnel located in the area.

A slight modification to the proposed terminal/printer layout could provide a video terminal which would be used only for queries and thus not require screen format capabilities. This type terminal would accommodate the terminal requirements of the HAC functional area and the query requirements of other OIT personnel and free the 3270 terminals for data entry operations. The terminal would not have to be a 3270 type terminal and could be supported by a dialup modem or a dedicated telephone line. The OIT facsimile machine's dedicated "send" phone could be used on a temporary basis, if and when it does not impact facsimile operations.

7.2 DM System Support

7.2.1 Development Support

AID's Office of Data Management (DM) should have overall responsibility for development of the new system, conversion of the present data base to the new format and final implementation of the new system. Because of the level of interaction required between OIT and DM during this phase, a technical staff familiar with PTIS and the operations of the systems is recommended. Additional hardware and software facilities needed to support PTIS implementation should be coordinated by DM.

7.2.2 Operational Support

When the new system becomes operational, DM again assumes the role of managing OIT's computer resources. This includes normal, operational responsibilities such as:

- Preventing unauthorized access to the PTIS data base
- Ensuring adequate hardware and operating system performance
- Ensuring the physical quality of system products, i.e. reports, tapes for outside interfaces, etc.
- Ensuring the timely execution of regularly scheduled and ad hoc batch jobs
- Providing file backup
- Ensuring adequate online response time
- Ensuring against excessive system "downtime".

7.3 Required User Training

The new PTIS can be expected to effect the daily operations performed by OIT personnel. Restructured office procedures will be required, new data reduction and entry techniques will be instituted, new source data forms will be used and the use of some existing source data forms will be discontinued. Designated OIT personnel will be required to understand and monitor several new outside system interfaces. The PTIS data base will have an expanded format and a thorough understanding of its potential capabilities and maintenance requirements will be required.

7.3.1 New PD Form

One innovation which will require adjustments on the part of OIT staff members is the recently designed Participant Data (PD) Form--a participant identification and reporting document designated for contractor and program agent use. This new form is required, due to OMB's mandate discontinuing several monthly reporting forms. The PD Form replaces the Monthly Contractor

Report (AID 1380-9), the Monthly Report on Third Country Training (AID 1380-7), the Participant Program and Training Data Form (AID 1380-59) and the HAC Enrollment Card. The new form serves the dual purpose of enrolling participants in the AID insurance program and supplying program training data to the new system.

The PD form encompasses more information items than were collectively contained on the replaced forms. However, some information must be provided in coded rather than in narrative form, and some information may be provided optionally by code instead of the long narrative form. This feature transfers the burden of encoding from OIT data entry personnel to the contractors and program agents. This should be equitable for the contractor and program agents since they will submit the PD form only when the status of an individual participant changes instead of reporting monthly on the status of each participant.

Appendix A contains a copy of the PD form and Section 4, System Inputs, discusses its use.

7.3.2 Insurance Coverage Administration

Since the new PD form replaces the HAC card, the procedures for informing the Insurance Trust Fund Administrator (TFA) of the participants entitled to insurance have changed. The TFA will now be informed of those participants covered by AID insurance via a PD form forwarded either by a program agent for directly funded participants or by AID/OIT for other entitled participants.

When a directly funded participant is assigned to a program agent by OIT, a PD with Part 1 completed, is forwarded to the assigned program agent. When programming actions are completed for that participant, the program agent completes Part 2 of the PD and forwards a copy to TFA and a copy, with a budget work sheet, to OIT for review and entry into the PTIS.

AID and host country participants covered by AID insurance, have Part 1 and Part 2 of the PD form completed and forwarded to OIT for review and entry of certain data into the PTIS. Part 2 of the form indicates if a participant is to be covered by AID insurance. After successful processing by OIT, a copy of the PD is forwarded to TFA.

Procedures to effect this exchange of PD forms must be established and designated OIT personnel made aware of them. Additionally, since the new PTIS will contain data on the participants covered by insurance and their respective periods of coverage, OIT personnel must be trained, if currently not trained, to retrieve participants' records from the PTIS to obtain this insurance data.

Monthly reports providing participant insurance status will be produced by the PTIS and forwarded to the TFA. Designated OIT personnel must become familiar with the contents of these reports to effectively interface with the TFA. The PTIS has other query and report capabilities to assist in managing participant insurance coverage; designated OIT personnel should become knowledgeable of these capabilities.

7.3.3 New Reports

The new PTIS has the capability to generate a large variety of planned and ad hoc reports. OIT personnel must become familiar with the content of the planned reports as they provide participant status by different entities such as program agent, contractor, region, country, etc. The planned reports provide documentation of the status of many different aspects of the participant program. OIT personnel should select the reports which are useful to them and request that copies be provided. OIT personnel should also identify any discrepancies in or improvements to the reports and recommend new reports when needed.

OIT personnel should also acquire a general knowledge of the query, ad hoc report and statistical report capabilities of the SAS/INQUIRE package. Since many OIT personnel are assigned specialized areas of responsibility where information is useful only if organized in a specific format, potential information resources contained in the PTIS may go unused if the report capabilities of the PTIS are not explored by these OIT individuals.

7.3.4 Data Management

The PTIS data base is not large or complex, input/output volume is relatively small and the input/output data is straightforward; however, OIT must ensure that the PTIS provides the information required to manage the participant training program. The integrity of the data base should be ensured by periodic analysis of the data. Output reports should be examined for accuracy, utility and timeliness. Input data operations should be scrutinized to identify improvements/deficiencies in data entry operations.

Interfaces with other systems and the use of data from other systems to supplement data received via PIO/P's or PD's are particularly important. The effectiveness and continuing usefulness of reports created during batch runs to compare PTIS data with data from another system should be periodically evaluated. Examples of such data are visa data from EVIS and participant departure data from NIIS. The effectiveness of using data from visas to increase the universe of participants maintained in the PTIS is an example of the type of comparison that might be made.

7.3.5 Data Entry

System innovations which may require retraining OIT data entry personnel include:

- Using the PTIS source document logging feature to replace existing procedures associated with manually logging incoming PIO/P's
- Using the new PD as a primary data source
- Using new data input screen tableaus to accommodate PD's, IAP 66A's and other source documents
- Using diagnostic notices generated by the new PTIS data consistency and verification checks

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- Using different procedures for routing/distributing PTIS input source documents and output reports.

7.4 Administrative Guidance to Participant Training Community

New data submission requirements should be directed to the participant training community, i.e. missions, contractors and program agencies. Most of these requirements center around use of the new PD form, but also include requirements to ensure PIO/Ps and IAP 66A's are submitted to AID/OIT for all participants presently identified in AID Handbook 10. OIT will have the responsibility for providing instructional material for mission, contractor and program agency personnel to use in completing the new PD form. Additionally, OIT should revise and extend Handbook 10 to emphasize the role of the PTIS in meeting AID/OIT, mission, and contractor needs. The necessity for timely and accurate data submission by missions, contractors and program agents should be emphasized from a "joint needs" viewpoint. Suggested Handbook 10 revisions are summarized in Appendix H.

In addition to Handbook 10 revisions and extensions, OIT should prepare a document describing OIT's information system. The document could be published in brochure or pamphlet form, and distributed to missions, program agencies and contractors. The document should describe the significance of the input forms, data elements, schedules and interfaces, and should include detailed coding instructions for each form. Encoding tables should be provided for data elements, as required.

7.5 Required OIT Technical Personnel

OIT information management problems have been compounded by the lack of a permanent, full-time, appropriately skilled system analyst. If the PTIS is to be a viable system, OIT must have the personnel resources to skillfully manage its information system to ensure that it can "adaptively" interface with those agencies and organizations that either provide source data or receive PTIS generated reports.

Additionally, OIT requires a strong information management capability to support its evolving role in training administration and contract management. The shift in emphasis within OIT, from direct participant programming toward contract monitoring and training program evaluation and assessment requires that the PTIS evolve to accomodate these new areas of interest. As new information requirements surface, the PTIS will need to be modified with minimum disruption to the existing data base, and to ongoing data entry, report and query operations. As the shift in OIT's function continues toward monitoring, evaluation and assessment, the need for detecting trends in training programs in process, and for supporting out-year projections, through statistical analysis, will become increasingly apparent.

These tasks require a staff person who is thoroughly knowledgeable in OIT operations, the PTIS, one or more statistical packages (particularly SAS), the INQUIRE DBMS and other computer facility system software. These requirements exceed the present capabilities of OIT.

Pinkerton recommends that at least two persons within OIT be skilled in the full range of PTIS operations and system design. One of these individuals could be an existing OIT person, presently involved in the PTIS update and query operations. The second person should be a senior ADP person, and should be assigned full-time to OIT until the new PTIS has been operational for six months. Thereafter, a PTIS-knowledgeable ADP person should be available on an "as needed" basis. The selected AID/DM person should be capable of strengthening the skills of the primary PTIS staff person to the degree required to meet present and future information processing needs.

7.6 Other Personnel Requirements

The conceptual PTIS will not require additional administrative, clerical or data entry personnel to support its operation. In fact, we believe features designed in the conceptual PTIS will reduce the operations associated with HAC insurance, data entry and PIO/P control. With appropriate cross-training, OIT personnel can perform multiple operations associated with PTIS and reduce, from the existing levels, the number of individuals required to support the PTIS.

SECTION 8

8.0 Development Approach

This section presents a recommended approach to developing and implementing the conceptual PTIS. It includes an estimate of the work power required for that effort and an estimated schedule of performance. It identifies review and approval points and recommends an approval and change control procedure. The section is presented in nine parts:

- Recommended Approval and Change Control Procedure
- Review and Approval of the Proposed Conceptual Design
- Review and Approval of the Proposed Development Plan and Schedule
- Development of an Approved Detailed System Design
- Development of Programs and Procedures
- Development of an Approved Implementation Plan and Schedule
- System Implementation
- Data Base Conversion
- Estimated Schedule

8.1 Recommended Approval and Change Control Procedure

The conceptual PTIS has numerous organizational and data exchange interfaces; therefore, Pinkerton recommends that a document approval and change control procedure be developed to assure that all interested, cooperating organizations are involved in approving schedules, specifications and any necessary changes thereto. A PTIS Review Group might be a useful mechanism for implementing such procedures. The objectives of such a procedure are to assure that approvals have the concurrence of all cognizant parties, to document approvals and to prevent the introduction of uncontrolled change into specifications and schedules.

8.2 Review and Approval of the Proposed Conceptual Design

The proposed PTIS conceptual design is the foundation from which system and program specification and implementation plans will be developed. Any changes to the proposed conceptual design that are required by AID/OIT or by other cognizant AID offices should be reflected in an approved version of the conceptual design.

AID/OIT will control and manage all required review and approval activity in connection with the PTIS conceptual design. Changes introduced as a result of review activity may require corresponding changes to workpower and schedule estimates.

8.3 Review and Approval of the Proposed Development Plan and Schedule

The development plan and schedule presented in this report may require augmentation or revision. Any such needed changes should be made after the PTIS conceptual design has been approved but before work is completed on the detailed design. After needed modifications have been made and approved, the development plan and schedule will provide the baseline for future development work. The approved baseline plan and schedule will be the standard against which development performance will be evaluated.

8.4 Development of an Approved Detailed System Design

The approved PTIS conceptual design will provide guidance for the development of detailed system and programming specifications and support procedures. Detailed specifications will be developed in accordance with structured design concepts, applicable standards and guidelines, and will include detailed definition of inputs, outputs, data files and computer processes. It will specify data flow into, through and out of the computer procedures and will identify and define the interfaces between computer and manual procedures.

During this development phase, supporting clerical and administrative procedures will be specified in detail. Input documents, data flow control documents, logs and clerically maintained files will be defined. Output validation, distribution and security procedures will be specified. Procedures for data security and disaster recovery will be defined.

8.5 Development of Programs and Procedures

Computer programs will be coded and unit tested and procedures documented, in accordance with the approved detailed design. User procedures will be documented, in hard copy and on line. Supporting clerical, administrative and computer operator procedures will be documented. As a final step, programs and procedures will be integration tested to assure that the total system operates in accordance with the detailed specifications.

8.6 Development of an Approved Implementation Plan and Schedule

A draft implementation plan and schedule will be developed and submitted to AID/OIT for review and comment. The draft plan and schedule will be revised, as necessary, and submitted for approval. The approved plan and schedule will become the baseline for the implementation effort.

For the PTIS, the implementation plans and schedules will provide for:

- All needed training
- File conversion
- System transition
- System acceptance testing

The training segment of the plan will define the target trainee groups. The objective, scope and content of the training and the training materials and methodologies to be used will be defined for each group. The plan will provide an estimate of the number of trainer hours needed and a training schedule by target trainee group and will include a training evaluation procedure.

The file conversion segment of the plan, which is discussed in more detail in Section 8.8, will specify the conversion procedures by file, record or data element, as appropriate. It will identify conversion sources and destinations by file or data element, as appropriate, and provide a time framed sequence of conversion processes and events.

The system transition segment of the plan will identify the organizational entities involved in system transition. It will provide a transition schedule, by organization, transition activities and events, define the transition activities required of each organization and define a transition monitoring and control methodology.

The system acceptance testing segment of the plan will define the procedures or activities required to demonstrate that the PTIS operations are in accordance with approved specifications. It will specify evaluation procedures and criteria and will recommend a system acceptance test schedule.

8.7 System Implementation

System implementation will be conducted in accordance with the approved implementation plan and schedule. During this period training will be conducted for all target trainee groups identified in the plan. File conversion and system transition procedures will be executed and system acceptance testing will be conducted. AID/OIT's evaluation and approval of system test results will conclude the implementation task.

8.8 Data Base Conversion

The conceptual PTIS contains two files, the Participant File and the Contractor Extract File. These files must be built using the data base of the prototype PTIS as the primary source of data. A program should be designed and written to retrieve data from the prototype PTIS, and when necessary, convert the data to values and records consistent with the conceptual PTIS Participant File. Each conversion processing step should include editing the source fields for internal consistency. Source fields failing the edits should not be converted (i.e., output to the new data base). Detected source field errors should be listed, researched and resolved. This process will aid in purging the PTIS of low quality data records.

8.8.1 Participant File Creation

Appendix G gives field derivation specifications for each field in the new Participant File. Where a current PTIS field is the source of a new data base field, its field tag is capitalized in the table's source field column. The source field column also indicates where code conversions or field reformats are required and where field conversions are to be processed separately, by routines executed subsequent to the initial conversion program.

Some new data base fields do not exist on the current data base and will therefore contain null values in the newly converted records. However, for currently active or recently terminated participants, many of these fields may be added during the course of the training program or during program completion processing. These fields include:

- Date of Birth
- Project Number
- Documents Attached
- PD Issuance Date
- Future Occupation Code
- Nonreturnee Status
- I-94 Admission Number
- INS Departure Date
- Final Program Status
- Confirmed Return Date
- IAP 66A Control Number
- Visa Match Source Field
- Visa From Date
- Visa To Date
- IAP 66A Action Date
- IAP 66A Purpose of Form Code
- Country of Birth Code

- o TIP Cable Date
- o Confirmation Cable Date.

When the initial conversion program is executed and its results approved, subsequent tasks should process the contractor code and project number fields for contract participants, the PIO/P number related fields for directly funded participants, and the program agency and program ID codes.

8.8.2 <u>Contractor Extract File Creation</u>

Section 9 provides a layout of the Contract Extract File, defines its structure and data elements and explains its use in the PTIS. The data elements contained in this file are:

- o Contractor Code
- o Contractor Name
- o Contract Number
- o Contracting Agency
- o Contractor Address
- o Contract Administrator
- o Contract Administrator's Phone Number
- o Project Number
- o Record Creation Date

Of these elements, only the contractor name and contract number are maintained in the prototype PTIS.

The contractor code element is a five digit key field used to identify both contractor name and associated contract number. After existing contractor names and associated contract numbers are correlated to a contractor code, the contract number can be used to access AID/CM's COORS file to acquire the data necessary to build the Contractor Extract File

8.8.3 PIO/P Number Related Fields

These fields, which include PIO/P number, issuance date, funding amount and funding duration are available from FM's Participant Payment System (PPS). The new system's PPS interface is discussed in Section 6.

The data base conversion processing required to derive these fields is similar to that described in the FM-PPS interface discussion with one exception: the current PTIS contains only the most recent, rather than all participant-related PIO/P numbers. Nevertheless, by linking the two data bases on the participant number field, all occurrences of PIO/P number and its related fields can be retrieved and added to the appropriate PTIS records.

8.8.4 Program Agency and Programmer ID Codes

The current PTIS contains programmer name (DTSFNAME) and program agency name (CONTAGNM if CONTAGCD = P) fields, i.e., name fields rather than code fields used by the conceptual PTIS. Additionally, a large percentage of these fields apparently contain invalid data. A first task is to establish lists of valid codes for the new system. Then a program (or INQUIRE macro) can be written to convert most or many of the fields.

8.9 Estimated Schedule

This subsection identifies the tasks required to design and implement the conceptual PTIS. Sufficient advanced design was conducted during this study to establish reasonable estimates for the work required to implement the PTIS. Each PTIS functional module identified in Section 3, was subjected to a cost/benefit analysis to ensure that each module is necessary, and that each module's capability can be achieved within available resources. Staff hours identified represent the time required to perform the defined tasks.

An IBM personal computer (PC) approach to implementing the data entry module is recommended. This approach would permit the PC to perform most screen handling tasks through use of commercially packaged, low cost software. The PC approach could significantly reduce module development costs.

Documentation manhours are a significant portion of the overall costs associated with developing the PTIS. The temptation to reduce development costs by short changing this segment of the product should be avoided. Poor system documentation has contributed heavily to past PTIS problems, and Pinkerton recommends that management carefully consider the consequences of trying to maintain a PTIS that is a magnitude more sophisticated than its predecessors without appropriate documentation.

The phased approach recommended for PTIS implementation permits essential functions to be operational early in the implementation, and before test and operational shakedown. System management functions can be implemented later in the development effort without seriously impacting the PTIS, as long as development staff are available.

<u>Task 1:</u> <u>Detailed System Design</u> - The responsible system designer should prepare a system design document that specifies each program module and data structure. The level of detail

should be sufficient for a programmer/analyst to fully comprehend input data and control components, output data and control components, and the full logical structure of the specified module function.

The system design documentation should address interim modules and support data bases used to support early development phases. It should specify the kind of stubbed functions, the extent of simulation and specific interim functions required to support the development process and the purpose and structure of each system test file or data base required to support development.

The design team should conduct advanced development on key modules to demonstrate the feasibility or usefulness of major system features. The team should conduct a demonstration of features, at the conclusion of this task, and before the first major design review.

Concurrently with the development of design documentation, the design team should prepare a plan and procedures document that defines the system development process, the PTIS data base conversion process, and system installation procedures. The plan should include a training plan that addresses training requirements and documentation for operators, system analysts and end users. The plan should address system operational, design and maintenance manuals and system tutoring via online 'system help' features. The overall plan should include a system test and acceptance plan that addresses the test criteria to be used by AID to ensure that the implemented system meets operational expectations and an interface control document that defines the data and control logic interface characteristics of each agency or organization that interfaces via computer media with the PTIS.

The deliverables to be expected from this task include:

- Detailed System Design Document
- Development Plan
- Summary Implementation Plan
- PTIS Data Base Conversion Plan
- Training Plan
- System Acceptance Test Plan
- Interface Control Document

Task 2: Phase I System Implementation - In this task, programs and procedures for the data entry and report generation modules will be developed. Program module components will be developed in a series of builds that permits the evolving design to be demonstrated at the completion of each module integration event. The PTIS data entry and report generation modules must all function on at least a limited basis. Interim modules are permitted at low levels. In this phase, the development team will prepare detailed system acceptance procedures and detailed PTIS data base conversion procedures.

The deliverables from this phase are:

- Program Documentation for Interim Data Entry and Report Generation Modules
- PTIS Data Base Conversion Procedures
- System Acceptance Test Procedures and Schedule

Task 3: Phase II System Implementation - In this task, system management modules and supporting subprograms will be developed. Table designs used to support data entry and report generation functions will be fully developed. System documentation will be completed. Training documentation and aids will be fully developed and training sessions for operators, users and system maintenance staff will be conducted. System acceptance tests and parallel operation tests will be conducted. The data base will be converted and the new system fine tuned.

The deliverables from this phase include:

- System Program Documentation
- System Acceptance Test Report
- Final Evaluation Report
- Training
  - operator
  - system analyst/manager
  - user
- System Maintenance Documentation (supplementary to program documentation)

Figure 8-1, the Proposed PTIS Development and Implementation Schedule, presented on the following pages represents a development schedule for installing a fully featured PTIS.

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Table 8-1: Proposed PTIS Development and Implementation Schedule

TASK 1: DETAILED SYSTEM DESIGN

Deliverables:
- o System Detailed Design Document
- o Summary Implementation Plan
- o PTIS Data Base Conversion Plan
- o Training Plan
- o System Acceptance Test Plan
- o Interface Control Document
- o Concept Demo
- o Development Plan

Labor Category:
1: = 8 m.m.
2: = 3 m.m.
5: = 2.5 m.m.

TASK 2: PHASE I - SYSTEM IMPLEMENTATION

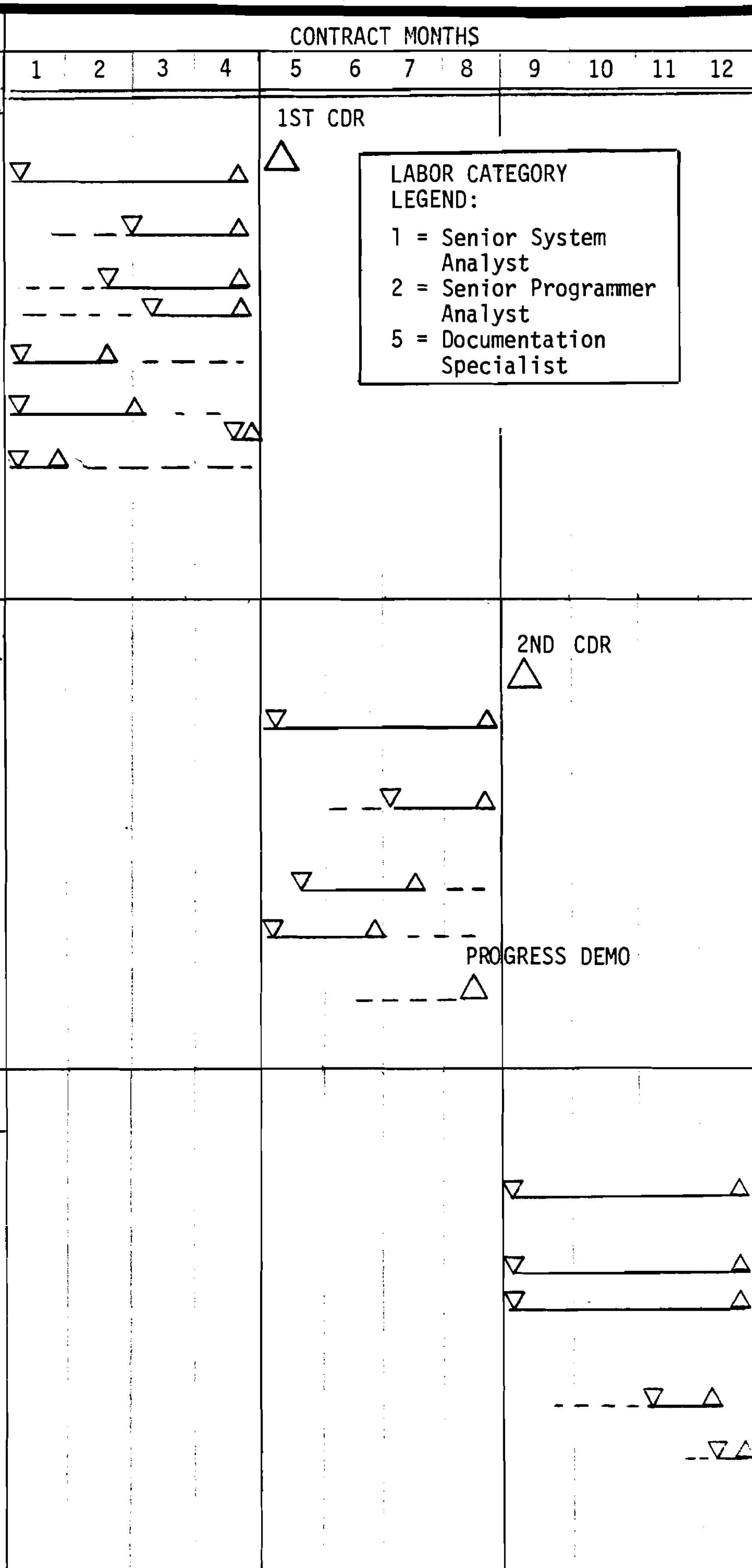
Deliverables:
- o Preliminary Program Documentation
  - Data Entry
  - Report Generation
- o Approved Implementation Plan
- o PTIS Data Base Conversion Procedures
- o System Acceptance Test Procedures and Schedule

Labor Category:
1: = 8 m.m.
2: = 5 m.m.
5: = 2 m.m.

TASK 3: PHASE II - SYSTEM IMPLEMENTATION

Deliverables:
- o System Program Documentation
- o System Maintenance Documentation Supplement
- o Training Documentation
  - Operator
  - System Analyst/Mgr
  - User
- o System Acceptance Test
- o Final Evaluation Report

Labor Category:
1: = 6 m.m.
2: = 6 m.m.
5: = 3 m.m.



SECTION 9

9.0 Data Elements Dictionary

This section names and defines the PTIS data elements. It provides a short description of each of the two major PTIS files and links each data element to the file or files in which the element is used. Table 9-1, following this section, presents a summary overview of significant characteristics of the PTIS data elements and cross references each element to its data sources.

9.1 Participant File

The participant file is the major file of the PTIS and contains a record for each participant entered in the system. Each record is in one of the four major categories:

- Undefined
- Active
- History
- Cancelled

Undefined participant records refer to participants entered into the PTIS on the basis of source documents other than the appropriate source document. For example, the record of a directly funded participant is classed as undefined when the participant is initially entered in the system on the basis of data from an IAP 66A instead of from a PIO/P, the appropriate source document. The record remains in the undefined state until the appropriate source document is received.

Active participants are participants entered in the PTIS as a result of data from appropriate source documents. The record remains in active state until transferred to history or cancelled.

A participant record is transferred to the history state when the referenced participant, in a technical training program, departs the U.S., or when the referenced participant, in an academic training program, returns to his/her home country, as confirmed by the mission, or when the referenced participant is classified as a no-go or receives a waiver or voluntary departure exemption.

A participant's record is transferred to the cancelled state when the referenced participant cancels a training program before arriving in the country of training.

The personal status of each participant changes as he or she progresses through various stages of a training program. Each participant's status at a given time, can be identified by examining the values in specified data elements, during system operation.

The data elements for the participant file are listed below in alphabetic sequence. Each element is defined, unless the name of the element is such that an explanation is not required. The code structure identifies the values that must be reflected by each data element. Actual codes are not presented, as they should be determined during detailed system design.

CONFIRMATION CABLE DATE

DEFINITION: The date of the budget confirmation cable.

CODE STRUCTURE: None

CONFIRMED RETURN DATE

DEFINITION: Date of participant's return to his country, as determined by program agent or contractor communication with the mission.

CODE STRUCTURE: None

CONTRACTOR CODE

DEFINITION: A five-digit key field used in OIT's participant and contractor data bases which will logically link the two data bases.

CODE STRUCTURE: The first three digits identify the contractor while the next two identify the individual contract.

COOPERATING COUNTRY CODE

DEFINITION: A three-digit number assigned by AID to identify a specific geographic entity.

CODE STRUCTURE: The first digit identifies the region in which the country is located. The second and third digits identify the specific country. Aliases include 'country of residence' and 'cooperating country'.

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COUNTRY OF BIRTH CODE

DEFINITION: A number assigned by AID to identify the participant's country of birth. This data element will be available to the new system from the IAP 66A and will be required for the INS NIIS interface.

CODE STRUCTURE: A three digit number

COUNTRY OF TRAINING CODE

DEFINITION: A number identifying the country of training. For use in reporting third country training. When country of training is U.S., code should be 000.

CODE STRUCTURE: A three digit number.

DATE OF BIRTH (MONTH, DAY, AND YEAR)

DEFINITION: Self-explanatory

CODE STRUCTURE: None

DEGREE ACHIEVED CODE

DEFINITION: Self-explanatory. Only relevant to completed programs.

CODE STRUCTURE:
-- Associate of Arts
-- Bachelors
-- Masters
-- PhD
-- None

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DEGREE OBJECTIVE CODE

DEFINITION: Self-explanatory. Only relevant to completed programs.

CODE STRUCTURE; -- Associate of Arts

-- Bachelors

-- Masters

-- PhD

-- None

DEPARTURE DATE

DEFINITION: The date on which the participant departed the country as reported on a Participant Data Form or as recorded by the INS. Available to the PTIS through the INS NIIS interface.

CODE STRUCTURE: None

DOCUMENTS ATTACHED

DEFINITION: Identifies the document attached to a PIO/P forward to OIT.

CODE STRUCTURE: -- PIO/P

-- Biodate

-- Photo

-- Transcript

-- Certificate

FACILITY CODE

DEFINITION: The code which identifies the training facility and allows access to the training facility name via the decode file. A repeating field.

CODE STRUCTURE: A five-digit number.

FACILITY END DATE

DEFINITION: The date training ends at a particular training facility. A repeating field.

CODE STRUCTURE: None

FACILITY START DATE

DEFINITION: The date training starts at a particular training facility. A repreating field.

CODE STRUCTURE: None

FAMILY NAME

DEFINITION: The participant's surname; a maximum of 20 positions.

CODE STRUCTURE: None

FIELD OF TRAINING CODE

DEFINITION: A code used to identify the functional field of activity to which the project is principally directed.

CODE STRUCTURE: A four digit number.

FILE CONTROL NUMBER

DEFINITION: A system generated number automatically assigned to each record as it is added to the database. It remains with the record throughout its life span. It should not be confused with participant number.

CODE STRUCTURE: Six numeric digits

FINAL PROGRAM STATUS INDICATOR

DEFINITION: Code to indicate whether a previously on-board (active) participant's program was completed or cancelled.

CODE STRUCTURE: -- Completed

-- Cancelled

FIRST NAME

DEFINITION: The participant's first or given name, 14 positions or less in length.

CODE STRUCTURE: None

FUTURE OCCUPATION CODE

DEFINITION: A 2 digit alphanumeric code identifying the participant's future occupation.

CODE STRUCTURE: These codes are listed in HB 10, Chapter 22A.

IAP 66A ACTION DATE

DEFINITION: The date the IAP 66A was prepared, as indicated by the date (and signature) in block 7 of the form.

CODE STRUCTURE: None

IAP 66A CONTROL NUMBER

DEFINITION: The number printed in red in the upper left corner of the IAP 66A. A maximum of 10 characters in length.

CODE STRUCTURE: Numeric. Blocks of numbers are assigned to each mission.

IAP 66A PURPOSE OF FORM CODE

DEFINITION: Self explanatory

CODE STRUCTURE:

-- Begin new program
-- Extended an on-going program
-- Transfer to a different program
-- Replace a lost form
-- Permit the visitor's family to enter the U.S. separately

INS INDICATOR

DEFINITION: U.S. departure verification by means of matching INS J-1 visitors against PTIS program completed records.

CODE STRUCTURE:

-- Departure verified
-- Overstay verified
-- No match between PTIS and INS

INSURANCE ENTITLEMENT END DATE

DEFINITION: Insurance entitlement end date

CODE STRUCTURE: None

INSURANCE ENTITLEMENT INDICATOR

DEFINITION: Self-explanatory. Not all participant trainees require HAC.

CODE STRUCTURE:
-- Insurance required
-- Insurance not required
-- Insurance requirement unknown

INSURANCE ENTITLEMENT START DATE

DEFINITION: Insurance entitlement start date.

CODE STRUCTURE: None

I-94 ADMISSION NUMBER

DEFINITION: The number that is pre-printed on the arrival record portion a well as on the departure record portion of the I-94 form.

CODE STRUCTURE: A 3-digit prefix followed by an 8 digit suffix.

MAJOR COURSE OF STUDY CODE

DEFINITION: A code indicating the specific course or field of study as opposed to the broad field. For example, the broad field may be Agriculture, with specific course in Agronomy.

CODE STRUCTURE: A four digit code.

MIDDLE NAME

DEFINITION: The participant's middle name or initial.

CODE STRUCTURE: None

NON-RETURNEE STATUS

DEFINITION: An indicator to reflect the participant's return or no-return status after program completion.

CODE STRUCTURE:
-- Overstay
-- Voluntary departure
-- Waiver status

ON-BOARD DATE

DEFINITION: The date on which the participant officially begins. For AID-financed training, this is the date when the participant is picked up for per diem.

CODE STRUCTURE: None

PARTICIPANT NUMBER

DEFINITION: A number primarily intended to identify each participant to the health and accident coverage administrator but also used to identify the participant in the new system. For contract participant it will be pre-printed on the Participant Data Form, while for directly funded participants it will be computer generated.

CODE STRUCTURE: Six digits

PARTICIPANT RECORD INDICATOR

DEFINITION: Code to identify whether a participant record is: 1) currently in training, 2) has completed training, 3) has been cancelled prior to program inception, or 4) is in undefined status due to missing PIO/P or PD Form documentation.

CODE STRUCTURE:

-- Active

-- History (program completed)

-- Cancelled prior to program inception

-- Undefined (appropriate source document not received)

CODE STRUCTURE:

-- Active

-- History (program completed)

-- Cancelled prior to program inception

-- Undefined (appropriate source document not received)

PD ISSUANCE DATE

DEFINITION: The date of the computer produced Participant Data Form or the data entered in Part 2 by a contractor.

CODE STRUCTURE: None

PIO/P FUNDING AMOUNT

DEFINITION: The amount of money provided by the PIO/P. Entered from the confirmation cable and also available to the new system via the FM interface.

CODE STRUCTURE: None

PIO/P FUNDING DURATION

DEFINITION: The number of months of funding provided for by the PIO/P. Entered from the confirmation cable and also available to the new system via the FM interface.

CODE STRUCTURE: None

PIO/P ISSUANCE DATE

DEFINITION: Date the PIO/P was issued. Available to the new system from PIO/P's and the FM interface.

CODE STRUCTURE: None

PIO/P NUMBER

DEFINITION: Number used to identify a Project Implementation Order Participant. The new system will retain the entire PIO/P number for directly funded participants.

CODE STRUCTURE: As described in AID Handbook 18, Appendix D, it consists of 4 segments, as follows:

Segment	# Positions	Definition
1	3	geographic code
2	3or 4	project serial no.
3	1	PIO document code
4	5 or 7	document serial no. (if 5) or obligation number (if 7)

PROGRAM AGENCY ID

DEFINITION: The code identifying the organization which has the primary responsibility for developing and arranging the participant's program (e.g., OIT or a participating agency).

CODE STRUCTURE: A four character code

PROGRAM COMPLETION DATE

DEFINITION: Respondent's estimate as to the total time required for the participant to complete the program arranged. It may or may not be identical to the time which the USAID has funded in the PIO/P.

CODE STRUCTURE: None

PROGRAMMER ID CODE

DEFINITION: Identification number of the program agent employee or IT staff member responsible for the participant's program.

CODE STRUCTURE: None

PROJECT NUMBER

DEFINITION: The AID project number. For directly funded participants, it is the first 7 or 9 digits of the PIO/P number. For contract participants, it is obtainable from the Contractor Extract File where it was placed after retrieval from the Office of Contract Management's database.

CODE STRUCTURE: The normal structure of the project number includes three parts: a 3 digit decision unit identifier (i.e., geographic code), a 4 digit sequence number and a 2 digit sub-project serial number.

RECORD CREATION DATE

DEFINITION: The date the computer record entered the database. System generated in YYMMDD format.

CODE STRUCTURE: None

REQUESTED START DATE

DEFINITION: The requested start date of the training program from item 10 (Terminal Start Date) of Page 1 of the PIO/P document and item 9 of the PD form.

CODE STRUCTURE: None

SEX

DEFINITION: Participant's sex

CODE STRUCTURE: -- Male

-- Female

TIP CABLE DATE

DEFINITION: The date of the TIP cable

CODE STRUCTURE: None

TRAINING ARRANGEMENT CODE

DEFINITION: Characterization of the training program and/or arrangements under which the participant is trained. Formerly known as document code.

CODE STRUCTURE:

-- Continental U.S., Regular

-- Contract, U.S. and off-shore U.S.

-- Third Country (regular)

-- Independently Financed

-- Third Country Contract

-- Host Country Contract

TYPE SOURCE DOCUMENT

DEFINITION: A one-position repeating field identifying the data source. The first repeat identifies the first data source; last repeat identifies latest data source. Each repeat is paired with an update date to identify the date of each data source.

CODE STRUCTURE:

-- PIO/P

-- PD

-- Assignment Form

-- TIP

-- Confirmation Cable

-- INS Liaison

-- NIIS (INS)

-- EVIS (USIA)

-- IAP 66A

-- Operator Entered

TYPE TRAINING CODE

DEFINITION: A code to indicate whether the training program is academic or technical.

CODE STRUCTURE:
-- Academic
-- Technical

UPDATE DATE

DEFINITION: A repeating date field, each occurrence of which corresponds to the parallel occurrence of the type source document identifier.

CODE STRUCTURE: None

VISA FROM DATE

DEFINITION: Self-explanatory

CODE STRUCTURE: None.

VISA MATCH SOURCE

DEFINITION: This field will indicate the source(s) of each occurrence of IAP 66A data.

CODE STRUCTURE:
-- OIT's IAP 66A only
-- OIT's IAP 66A and USIA's IAP 66A
-- USIA's IAP 66A only

VISA TO DATE

DEFINITION: Self-explanatory

CODE STRUCTURE: None

9.2 Contractor Extract File

Records are created in the Contractor Extract File through data entry operations or by extracting data on participant training contractors from the Office of Contract Management's Contract Online Reporting System (COORS) data base. Records are created through data entry operations when a new contractor or contract is identified and the requisite data is available to build the record. When required data is not available, records are built for new contractors/contracts during data base maintenance. During data base maintenance, the Contractor Extract and Participant files will be concurrently open and logically linked by the contractor code key field. The contractor code will be five digits, of which the first three digits will point to the contractor while the fourth and fifth digits will refer to the associated contract. This key field is to be included in each contract participant's computer record in the Participant file.

The Contractor Extract File will contain a minimum of two records per contractor. The first record identifies a specific contractor and the second and subsequent records identify the contracts held by the contractor identified in the first record. The key of the first record, to be known as the contractor root record will consist of the three digit contractor code followed by two zeros. In addition to the key, each root record will contain the contractor name and contractor identification, when only the contractor name or a portion of it is known.

The key to the second and subsequent records consists of five digits. The first three digits are the contractor code of the root record and the last two digits are the code identifying the contract. In addition to the key, these records will contain the following data elements:

Contractor Name

Contractor Address

Contract Administrator's Name

Contract Administrator's Phone Number

Contract Number

Project Number

Record Creation Date

On the new Participant Data (PD) form, contractors are required to provide their contract number, contractor name, address, administrator's name and phone number. These items of information are currently supplied to OIT on the HAC card. Contractors will be supplied their contractor code numbers and asked to include them on the PD forms. By using this code, contractors will not have to repetitively provide name, address,

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contract number, etc. as that data will be obtained from the Contractor Extract File.

Some of the features of the Contractor Extract File are:

- o Validates the contractor code during data entry processing
- o Eliminates redundant contractor data, which will now be carried only once for each contract, rather than once for each contract participant
- o Eliminates the need to enter the entire contractor name and/or contract number, a time consuming and error prone procedure
- o Eliminates the need for a Contractor Decode File
- o Provides additional data items on each contract such as the contractor's address, phone number and contract administrator. Currently these items are coded on the HAC cards but not carried on the system
- o Provides the AID project number associated with each contract participant.

The following provides an alphabet listing of the data elements maintained in the Contractor Extract File.

CONTRACT CODE

DEFINITION: A five-digit keyed field on OIT's participant and contractor data bases which will logically link the two data bases.

CODE STRUCTURE: The first three digits will identify the contractor while the next two will identify the individual contract.

CONTRACTOR ADDRESS

DEFINITION: Contractor mailing address, i.e., number and street, city, state and zip code.

CODE STRUCTURE: None

CONTRACT ADMINISTRATOR'S NAME

DEFINITION: The contractor employee to contact in regard to the participant's training program or health and accident coverage.

CODE STRUCTURE: None

CONTRACTOR ADMINISTRATORS PHONE NUMBER

DEFINITION: Contractor phone number.

CODE STRUCTURE: A three-digit numeric area code followed by seven numeric digits.

CONTRACTOR NAME

DEFINITION: The business name (company name) of the contractor.

CODE STRUCTURE: None

CONTRACT NUMBER

DEFINITION: A number designating the particular contract under which the participant is being trained.

CODE STRUCTURE: None

PROJECT NUMBER

DEFINITION: The AID project number. For directly funded participants, it is the first seven or nine digits of the PIO/P number. For contract participants, it is obtainable from the Office of Contract Management's data base via contract number.

CODE STRUCTURE: The normal structure of the project number includes three parts: 1) a 3 digit decision unit identifier (i.e., geographic code), 2) a four digit sequence number, and 3) a two digit subproject serial number.

RECORD CREATION DATE

DEFINITION: The date the record was created.

CODE STRUCTURE: None

9.3 Decode Tables

The tables used to convert codes in the Participant file to meaningful names are listed below.

COUNTRY NAME

DEFINITION: Actual country name, accessed by cooperating country code, country of training code and country of birth code.

SIZE: Fifteen positions.

DEGREE OBJECTIVE/ACHIEVED NAME

DEFINITION: Short verbal description of the academic degree, accessed by either the degree objective code or the degree achieved code.

SIZE: Fifty positions.

FACILITY NAME

DEFINITION: Name and address of the training facility (i.e., college, university, technical training institute, etc.). Accessed by facility code.

SIZE: Fifty positions.

FIELD OF TRAINING NAME

DEFINITION: A verbal description of the functional field of activity to which the project is principally directed, accessed by field of training code.

SIZE: Fifty positions.

FUTURE OCCUPATION NAME

DEFINITION: Verbal description of participant's future occupation, accessed by future occupation code.

SIZE: Fifty positions.

IAP 66A PURPOSE OF FORM NAME

DEFINITION: Verbal description of the purpose of the IAP 66A, accessed by IAP 66A purpose of form code.

SIZE: Ten positions.

MAJOR COURSE OF STUDY NAME

DEFINITION: A short verbal description of the participant's major course of study, accessed by major course of study code.

SIZE: Fifty positions.

PROGRAM AGENCY NAME

DEFINITION: The name of the office symbol of the organization responsible for arranging the participant's program, accessed by program agency ID.

SIZE: Fifteen positions.

PROGRAMMER NAME

DEFINITION: Name of the individual training specialist, employed by OIT or a programming agent, responsible for the participant's program. Accessed by programmer ID code.

SIZE: Fourteen positions.

REGION NAME

DEFINITION: Actual region name, accessed by region code which is the first digit of a three digit country code.

SIZE: Fifteen positions.

TRAINING ARRANGEMENT NAME

DEFINITION: A verbal description of the training arrangement, accessed by the training arrangement code.

SIZE: Twenty-six positions.

TYPE SOURCE DOCUMENT NAME

DEFINITION: Identification of type source document, accessed by type source document code.

SIZE: Six positions.

TABLE 9-1: PTIS Data Elements

DECODE TABLE	KEY FIELD	MULTIPLE FIELD/ ASSOCIATED ELEMENTS	ELEMENT SIZE	PARTICIPANT FILE ELEMENT NAME	INITIAL PIO/P	ASSIGNMENT FORM FROM OIT/CM	PD FROM PROGRAM AGENTS	PD FROM CONTRACTORS	IAP66A - UNKNOWN PARTICIPANT	IAP66A - KNOWN PARTICIPANT	CABLE - TIP	CABLE - BUDGET CONFIRMATION	OVERSTAY REPORT	SUBSEQUENT PIO/P	EVIS - UNKNOWN PARTICIPANT	EVIS - KNOWN PARTICIPANT	NIIS DATA BASE	FM'S PPS DATA BASE	CONTRACTOR EXTRACT DATA BASE	CM'S COORS DATA BASE
					PTIS SOURCE INPUT															
			6	CONFIRMATION CABLE DATE								X								
			6	CONFIRMED RETURN DATE			X	X												
	X		4	CONTRACTOR CODE				X											X	
X	X		3	COOPERATING COUNTRY CODE	X			X	X						X					
X			3	COUNTRY OF BIRTH CODE					X	X					X	X				
X			3	COUNTRY OF TRAINING CODE	X			X	G						G					
	X		6	DATE OF BIRTH	X			X	X						X					
X			1	DEGREE ACHIEVED CODE			X	X												
X			1	DEGREE OBJECTIVE CODE			X	X												
			6	DEPARTURE DATE			X	X									X			
			6	DOCUMENTS ATTACHED	X															
X		6/B	5	FACILITY CODE			X	X												
		6/B	6	FACILITY END DATE			X	X												
		6/B	6	FACILITY START DATE			X	X												
	X		20	FAMILY NAME	X			X	X						X					
X			4	FIELD OF TRAINING CODE			X	X												
			6	FILE CONTROL NUMBER	G			G	G						G					
			1	FINAL PROGRAM STATUS IND			X	X												
			14	FIRST NAME	X			X	X						X					
X			4	FUTURE OCCUPATION CODE			X	X												
		10/D	1	IAP66A ACTION DATE					X	X										
		10/D	6	IAP66A CONTROL NUMBER					X	X					X	X				
X		10/D	1	IAP66A PURPOSE OF FORM CODE					X	X					X	X				

TABLE 9-1: PTIS Data Elements (Cont'd)

DECODE TABLE	KEY FIELD	MULTIPLE FIELD/ ASSOCIATED ELEMENTS	ELEMENT SIZE	PARTICIPANT FILE ELEMENT NAME	PTIS SOURCE INPUT																
					INITIAL PIO/P	ASSIGNMENT FORM FROM OIT/CM	PD FROM PROGRAM AGENTS	PD FROM CONTRACTORS	IAP66A - UNKNOWN PARTICIPANT	IAP66A - KNOWN PARTICIPANT	CABLE - TIP	CABLE - BUDGET CONFIRMATION	OVERSTAY REPORT	SUBSEQUENT PIO/P	EVIS - UNKNOWN PARTICIPANT	EVIS - KNOWN PARTICIPANT	NIIS DATA BASE	FM'S PPS DATA BASE	CONTRACTOR EXTRACT DATA BASE	CM'S COORS DATA BASE
			1	INS INDICATOR													G			
			6	INSURANCE ENTITLMT END DATE			X	X												
			1	INSURANCE ENTITLEMENT IND		G		X	G						G					
			6	INSURANCE ENTITLMT STR DATE			X	X												
			12	I-94 ADMISSION NUMBER				X									X			
X			4	MAJOR COURSE OF STUDY CODE			X	X												
			14	MIDDLE NAME	X			X	X						X					
			1	NONRETURNEE STATUS			X	X					X							
			6	ONBOARD DATE			X	X												
	X		6	PARTICIPANT NUMBER	G			X												
	X		5	PARTICIPANT RECORD IND	G		G	G	G						G					
			6	PD ISSUANCE DATE			X	X												
		10/A	6	PIO/P FUNDING AMOUNT	X							X						X		
		10/A	2	PIO/P FUNDING DURATION	X							X						X		
		10/A	6	PIO/P ISSUANCE DATE	X		X							X				X		
	X	10/A	15	PIO/P NUMBER	X				X					X						
X			4	PROGRAM AGENCY ID		X														
			6	PROGRAM COMPLETION DATE			X	X												
X			4	PROGRAMMER ID CODE			X													
			8	PROJECT NUMBER	X			X						X					X	
			6	RECORD CREATION DATE	G			G	G						G					
			6	REQUESTED START DATE	X			X												

TABLE 9-1: PTIS Data Elements (Cont'd)

					PTIS SOURCE INPUT																
DECODE TABLE	KEY FIELD	MULTIPLE FIELD/ ASSOCIATED ELEMENTS	ELEMENT SIZE	PARTICIPANT FILE ELEMENT NAME	INITIAL PIO/P	ASSIGNMENT FORM FROM OIT/CM	PD FROM PROGRAM AGENTS	PD FROM CONTRACTORS	IAP66A - UNKNOWN PARTICIPANT	IAP66A - KNOWN PARTICIPANT	CABLE - TIP	CABLE - BUDGET CONFIRMATION	OVERSTAY REPORT	SUBSEQUENT PIO/P	EVIS - UNKNOWN PARTICIPANT	EVIS - KNOWN PARTICIPANT	NIIS DATA BASE	FM'S PPS DATA BASE	CONTRACTOR EXTRACT DATA BASE	CM'S COORS DATA BASE
			1	SEX	X			X	X						X					
			6	TIP CABLE DATE								X								
X	X		1	TRAINING ARRANGEMENT CODE	X			X												
X		15/C	1	TYPE SOURCE DOCUMENT CODE	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	
	X		1	TYPE TRAINING CODE	X			X												
		15/C	6	UPDATE DATE	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	
		10/D	6	VISA FROM DATE					X	X					X	X				
		10/D	1	VISA MATCH SOURCE					G	G					G	G				
		10/D	6	VISA TO DATE					X	X					X	X				
			21	RESERVED																
		********		CONTRACTOR EXTRACT FILE ********																
	X		5	CONTRACTOR CODE				G												
			20	CONTRACT ADMIN NAME				X												X
			10	CONTRACT ADMIN PHONE NBR				X												X
			25	CONTRACT NUMBER				X												X
			70	CONTRACTOR ADDRESS				X												X
			40	CONTRACTOR NAME				X												X
			8	PROJECT NUMBER				X												X
			8	RECORD CREATION DATE				G												

LEGEND: A = PIO/P DATA
B = FACILITY DATA
C = UPDATE DATA
D = VISA DATA AND G = MACHINE GENERATED

SECTION 10

10.0 Conclusions, Recommendations and Future Considerations

The findings and conclusions of the current study support and reinforce those of the prior PTIS study, "Survey Report - Agency for International Development Office of International Training's Participant Training Information System (PTIS)," dated November 2, 1982. Briefly, an automated data processing application exists to serve the information needs of operational and management personnel. As information needs change, the automated data processing application must be modified in a controlled way to respond to those changes. To assure that the automated data processing application is effectively maintained, the managing organization must have appropriate procedures for monitoring system requirements, for specifying needed modifications and for controlling the implementation of change.

The current study report presents a recommended conceptual design for an enhanced PTIS. This section summarizes the recommendations of the study team and discusses some considerations for future maintenance and enhancement of the Participant Training Information System.

10.1 Recommendations

The major recommendation of this study is that AID/OIT take immediate action to develop and implement the PTIS which is conceptually defined in this report; however, other actions are required for AID/OIT to realize the full benefits of this and the prior Pinkerton study. This section presents the study team's recommendations for AID/OIT action.

10.1.1 PTIS Review Group

The study team recommends that AID/OIT establish a PTIS Review Group in which all cooperating organizations would be invited to participate. The initial purposes of the PTIS Review Group would be to monitor and evaluate the development and implementation of the conceptual PTIS, to review, evaluate and approve PTIS design and planning documents and to review, evaluate and approve or disapprove proposed changes to specifications, plans and schedules. After transition to the new PTIS the PTIS Review Group would periodically review the status of the PTIS and recommend or approve proposed modifications or enhancements of the system.

10.1.2 New Participant Data Form

The newly designed Participant Data Form must be approved by AID and the Office of Management and Budget before it can be implemented. Because this form is a major source document for PTIS data, failure to implement it would require substantial design changes. Pinkerton recommends that AID/OIT take all necessary action to assure early approval of the form and that, on approval, it take action to print and distribute a supply of the form to all organizations who will be asked to use it.

10.1.3 New HAC Administrative Procedures

The change in HAC documents and document flow, attendant on implementation of the proposed PTIS, will require procedural changes in administrative and clerical processes in many of the organizational entities involved in participant training. The study team recommends that AID/OIT take the lead in coordinating these needed changes.

10.1.4 Changes to Handbook 10

In Appendix H of this report, the study team has presented a set of recommended changes to Handbook 10. These changes should be documented and distributed, as soon as possible. In addition, the team recommends that AID/OIT develop and distribute a pamphlet describing the objectives, benefits, scope and operation of the PTIS and relating the changes in the PTIS to the applicable changes in Handbook 10.

10.1.5 Terminal Layout

The study team recommends that AID/OIT take appropriate steps to implement the terminal layout described in Section 7 of this report.

10.1.6 PTIS System Manager

The study team is convinced that successful operation of the conceptual PTIS requires, at minimum, the level of staffing discussed in Section 7 of this report. The team recommends that an AID/OIT person be assigned to the proposed PTIS analyst/manager position and that a suitable DM person be detailed to OIT at the earliest possible date. These individuals should be in place during the development and implementation of the proposed PTIS.

10.1.7 Exchanging Computer Readable Data

Pinkerton recommends that AID/OIT continue its efforts to implement the exchange of data, in computer readable form, with USDA, and Partners. If a high volume of data is interchanged with other entities, in the future, similar arrangements should be sought with such entities.

10.1.8 INQUIRE/SAS

The study team recommends that AID/OIT take appropriate action to train additional personnel in the use of INQUIRE/SAS and to enhance the training of personnel who have some INQUIRE/SAS capabilities.

10.1.9 Automated Data Interchange Procedures

Pinkerton recommends that AID/OIT take the lead in documenting and coordinating procedures, for automated data interchange, with external organizations, such as INS and USIA. Such documented procedures will facilitate requesting data and provide an agreed upon basis for responding to requests and for safeguarding data and the physical recording media.

10.2 Future Considerations

The proposed conceptual PTIS employs state-of-the-art concepts and methodologies using the existing array of hardware and system software that is available to AID/OIT. As other hardware/software becomes available to or is acquired by AID/OIT, additional enhancements to the PTIS may become practical. Potential near term improvements include:

- Increased use of computer readable input
- Remote on-line input and output using telecommunications
- Cross-linking with word processing and other office automation functions
- Distributed data entry and report generation using microcomputers

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10.2.1 Increased Use of Computer Readable Input

This potential improvement in PTIS operation is dependent on the identification and exploitation of opportunities to substitute automated for manual input processes. Some potential opportunities are:

- o Data from other program agents and contractors
- o Health and Accident Coverage data
- o TIP and confirmation cable data

Additional opportunities may surface as office automation is installed in AID headquarters, bureaus and missions and external organizations.

10.2.2 Remote Input/Output

The convergence of ADP and telecommunications technologies and the steady, rapid increase in installed ADP/Telecommunications hardware/software, suggests that the electronic interchange of data between the PTIS and bureaus, missions, contractors and program agents on an on-line basis is a near-term possibility. The benefits that would be realized from such a capability are substantial and readily apparent.

10.2.3 Cross-Linking with Office Automation Functions

The installed base of office automation (OA) hardware/software is growing at a rapid and accelerating rate. Cross-linking the PTIS to such OA functions as word processing, electronic mail, automated ticker files, and the like, could provide substantial benefits for AID/OIT. For example, responding to Congressional inqueries, issuance of reminder memoranda and the like could be facilitated.

10.2.4 Distributed Input/Output

Many low-cost microcomputers, e.g., the IBM Personal Computers, that are now available have very substantial memory and procesing capabilities. Should this class of hardware become available to AID/OIT, it would be relatively simple to download some data entry and some report generation segments of the PTIS to one or more microcomputers. This could prove to be a cost/beneficial method of lightening the workload of DM's main frame computer.

This section contains appendices referenced in other sections of the report. The appendices are:

Appendix	Contents
A	Source Documents for Conceptual PTIS
B	Former PTIS Source Documents
C	Financial Management's Participant Payment System (PPS) Fields Definition Table
D	Contract Management's Contract Online Reporting System (COORS) Fields Definition Table
E	USIA's Exchange Visitor Information System (EVIS) File Description and Record Format
F	INS' Non-Immigrant Information System (NIIS) I-94 Arrival/Departure Document
G	Field Derivation Specifications for Data Base Conversion
H	Suggested Handbook 10 Revisions

APPENDIX A

Source Documents for Conceptual PTIS

Documents included in this section are:

- Project Implementation Order/Participant - PIO/P AID Form 1380-1
- Participant Biographic Data - Biodata AID Form 1380-1
- Certificate of Eligibility for Exchange Visitor Status - IAP 66A
- Participant Data Form (newly designed)
- TIP Completion Cable
- Budget Confirmation Cable

AGENCY FOR INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION ORDER/ PARTICIPANTS (PIO/P)

PAGE 1 OF ____

1. COOPERATING COUNTRY	2. PIO/P NUMBER
3. PROJECT ACTIVITY NUMBER & TITLE	
4. APPROPRIATION	5. ALLOTMENT
6. DATE ORIGINAL ISSUE	7. DATE THIS ISSUANCE

8. PROJECT COMPLETION DATE	9. DESIRED START DATE	10. TERMINAL START DATE	11. NUMBER OF PARTICIPANTS

12. ☐ ORIGINAL ☐ AMENDMENT NUMBER ____________

13. LOCATION/DURATION OF TRAINING ☐ U.S. ____ P/M ☐ Third Country ____ P/M ☐ In Country ____ P/M

14. FINANCING

AGENT	TYPE OF EXPENSE	A. PREVIOUS TOTAL	B. INCREASE	C. DECREASE	D. NEW TOTAL
AID	(a)				
MISSION	(b) Int. Travel				
	(c) Maint. Advance				
AID/W	(d)				
	(e)				
THIRD COUNTRY	(f)				
	(g)				
	(h)				
	(i)				
15. COOPERATING COUNTRY FINANCING					

16. U.S. TRUST ACCOUNT	A. TRUST ACCOUNT NUMBER / B. ALLOTMENT SYMBOL	C. AUTHORIZED	D. CURRENCY UNIT	E. AMOUNT

17. SPECIAL PROVISIONS

A. REF: PIL NUMBER ____________ GRANT ____________ LOAN ____________

B. SUPPLEMENTARY INFORMATION

C. NAME(S) OF PARTICIPANTS

18. MISSION CLEARANCES

SIGNATURE	DATE	SIGNATURE	DATE

19. HOST COUNTRY/BORROWER/GRANTEE		20. AGENCY FOR INTERNATIONAL DEVELOPMENT
SIGNATURE		
TITLE	DATE	

AID 1380-1 (12-79)

AGENCY FOR INTERNATIONAL DEVELOPMENT **PROJECT IMPLEMENTATION ORDER/ PARTICIPANTS TRAINING REQUEST FORM** PAGE 2 OF_______	1. COOPERATING COUNTRY	2. PIO/P NUMBER
	3. ☐ ORIGINAL ☐ AMENDMENT NO.________	4. DATE

5. TRAINING REQUEST

A. DESCRIPTION OF TRAINING REQUESTED. *(Describe clearly the training desired; summarize the project input, output, and purpose to which the training will be applied)*

B. ACADEMIC TRAINING ONLY: DEGREE OBJECTIVE

MAJOR FIELD OF STUDY

C. RELATED INFORMATION

D. PARTICULAR EMPHASIS DESIRED

E. SUGGESTED TRAINING FACILITIES *(If known)*

6. PARTICIPANT'S FUTURE EMPLOYMENT

A. CHECK APPROPRIATE BOX (B47)			B. OCCUPATIONAL CATEGORY CODE (B48-49)	
☐ GOVERNMENT	☐ PRIVATE	☐ JOINT		

AID 1380-1 (12-79)

KEYPUNCH COPY
FOR AID/W USE ONLY

AGENCY FOR INTERNATIONAL DEVELOPMENT

PARTICIPANT'S BIOGRAPHICAL DATA

BATCH NUMBER ________ (CC1-2)

PARTICIPANT NUMBER ________ (CC3-8)

REGIONAL NUMBER ________ (CC9-11)

1. COOPERATING COUNTRY
2. PIO/P NUMBER
3. NAME (MR., MRS., OR MISS) CAPITALIZE OR UNDERLINE LEGAL SURNAME (B12-46)
4. HOME/MAILING ADDRESS STREET (T12-38) — CITY OR TOWN (T43-68)
5. ATTACHMENTS
   - ☐ TRANSCRIPTS
   - ☐ PHOTOS
   - ☐ DEPENDENT CERTIFICATION
   - ☐ OTHER *(Specify)* ________
6. BIRTHDATE (MO/DAY/YR) (B56-57)
7. PLACE OF BIRTH
8. EMERGENCY CONTACT (COUNTRY OF TRAINING)
9. SEX/ MARITAL STATUS

	MALE	FEMALE
	☐ SINGLE	☐ SINGLE
	☐ MARRIED	☐ MARRIED

10. LANGUAGE PROFICIENCY

A. ENGLISH LANGUAGE PROFICIENCY STATUS *(Check appropriate box)*

☐ TEST GIVEN ☐ TEST WAIVED ☐ FURTHER TRAINING NECESSARY ☐ RETEST NECESSARY

B. APPROXIMATE DATE SCORES OR RATING TO BE REPORTED

C. TEST SCORES/RATINGS *(Check and complete appropriate boxes)*

☐ TOEFL TOTAL SCORE ________

☐ ALIGU DATE GIVEN ________

	USAGE	ORAL	VOCAB/READ	LISTENING
SCORE				
FORM				

D. PROFICIENCY IN OTHER LANGUAGES

LANGUAGES	SPEAKING			READING			WRITING		
	Excellent	GOOD	FAIR	Excellent	GOOD	FAIR	Excellent	GOOD	FAIR

E. FURTHER TRAINING NECESSARY ☐ HOME COUNTRY ☐ RECEIVING COUNTRY

11. IF YOU HAVE LIVED, STUDIED, OR TRAVELLED ABROAD, COMPLETE THE FOLLOWING

COUNTRY	DATES (MO. & YR.) FROM	TO	PURPOSE *(e.g., Travel, Training, Conference. If Training, indicate type of program & sponsor)*

12. EDUCATION

A. TOTAL YEARS COMPLETED (12-13)

B. HIGHEST DEGREE OBTAINED *(Check one)* (M14)

☐ BACH OF ARTS ☐ MASTER OF SCIENCE ☐ PHD
☐ BACH OF SCIENCE ☐ MD ☐ ITGER
☐ MASTER OF ARTS ☐ DVM ☐ NONE

C. COUNTRY WHERE DEGREE OBTAINED

D. COUNTRY CODE (M15-17)

E. LIST BELOW IN CHRONOLOGICAL ORDER, ALL SCHOOLS ATTENDED. INCLUDE PRIMARY, MIDDLE OR SECONDARY SCHOOLS, UNIVERSITIES, VOCATIONAL OR TRADE SCHOOLS. *(Use continuation sheet if necessary)*

NAME OF INSTITUTION	MAJOR FIELD OF STUDY	LANGUAGE OF INSTRUCTION	DATES ATTENDED FROM	TO	TITLE OF DEGREE, DIPLOMA, OR CERTIFICATE	RECEIVED

13. EMPLOYMENT

A. BRIEF TITLE OF PRESENT POSITION/OCCUPATION (M16-43)

B. DATES OF EMPLOYMENT FROM ________ TO PRESENT

C. TOTAL YEARS (M44-45)

D. PRESENT EMPLOYER *(Name & Address)* (Q38-63)

E. NUMBER OF EMPLOYEES SUPERVISED

F. SIZE *(Approx. No. of Employees)*

G. BRIEF DESCRIPTION OF WORK ☐ GOVERNMENT ☐ PRIVATE ☐ JOINT ☐ STUDENT

AID 1380-1 (12-79)

PLEASE DO NOT STAPLE THIS FORM

Form Approved
OMB No. 0412-0019

AGENCY FOR INTERNATIONAL DEVELOPMENT
OFFICE OF INTERNATIONAL TRAINING
Control No 065591

INTERNATIONAL COMMUNICATION AGENCY
ASSOCIATE DIRECTORATE FOR EDUCATIONAL AND CULTURAL AFFAIRS
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

PART 1 — IT IS HEREBY CERTIFIED THAT:

1. ________ ________ ________ ( ) *Male* ( ) *Female*
(FAMILY NAME OF EXCHANGE VISITOR) *(FIRST NAME)* *(MIDDLE NAME)*

born ___ ___ ___ in ________ ________
(Mo.) *(Day)* *(Yr.)* *(City)* *(Country)*

a legal permanent resident of ________ *(Country)* ___ *(Code)*, whose position in

that country is ________ ___ *(Pos Code)*

U.S. address ________

THE PURPOSE OF THIS FORM IS TO:

1 ( ) Begin a new program
2 (✓) Extend an on going program
3 ( ) Transfer to a different program
4 ( ) Replace a lost form
5 ( ) Permit visitor's immediate family to enter U.S. separately.

2. which will be sponsored by the AGENCY FOR INTERNATIONAL DEVELOPMENT, U.S. INTERNATIONAL DEVELOPMENT COOPERATION AGENCY to participate in the EXCHANGE VISITOR PROGRAM NO. G-2-0263 which is still valid and is officially described as follows:

A program of the Agency for International Development, U.S. International Development Cooperation Agency to bring participants to the United States for training, academic study, observation or consultation in keeping with the objectives of human resource development as contained in the Foreign Assistance Act of 1961 as amended.

PIO/P No. ________ DTS No. ________ Contractor ________

3. This form covers the period from ___ ___ ___ to ___ ___ ___ (one year maximum.) Passport No. ________
(Mo.) *(Day)* *(Yr.)* *(Mo.)* *(Day)* *(Yr.)*

If this form is for family travel or replaces a lost form, the expiration date on the exchange visitor's I-94 is ________.

4. The category of this visitor is 1 ( ) Student, 2 ( ) Trainee, 3 ( ) Teacher, 4 ( ) Professor, 5 ( ) Research Scholar or Specialist, 6 ( ) International Visitor, 7 ( ) Professional Trainee, and the specific educational field or non-study activity to be engaged in is Code No. ________, verbally described as follows:
(Subj/Field Code)

5. During the period covered by this form, it is estimated that the following financial support (in U.S. $) will be provided to this exchange visitor by:

a. ( ) The Program Sponsor in item 2 above $ ________.

Financial support from organizations other than the sponsor will be provided by one or more of the following:

b1. ( ) U.S. Government Agency(ies): ________ (Agency Code), $ ________ ;b2. ________ (Agency Code), $ ________.
c1. ( ) International Organization(s): ________ (Int. Org. Code), $ ________ ;c2. ________ (Int. Org. Code), $ ________.
d. ( ) The Exchange Visitor's Government $ ________.
e. ( ) The binational Commission of the visitor's Country $ ________.
f. ( ) All other organizations providing support $ ________.
g. ( ) Personal funds $ ________.

(If necessary, use above spaces for funding by multiple U.S. Agencies or Intl. Organizations)

6. I.N.S. USE

7. ________ ________
(Name of Official Preparing Form) *(Title)*

____
(Address)

________ ________
(Signature of Responsible Officer or Alternate R.O.) *(Date)*

PART II — ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE I.N.A.

No endorsement of Consular or Immigration Officer regarding Sec. 212(e) of the Immigration and Naturalization Act is necessary because . . .

ALL AID PARTICIPANTS ARE SUBJECT TO THE TWO YEAR RESIDENCE REQUIREMENT

Keypunch Information: Col 138=1
Col 139=1
Col 140=1

PART III — STATEMENT OF RESPONSIBLE OFFICER FOR RELEASING SPONSOR (FOR TRANSFER OF PROGRAM)

Date ________, Transfer of this exchange visitor from program No. ________ sponsored by ________

to the program specified in item (2) is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961.

________ ________
(Signature of Officer) *(Date)*

BEST AVAILABLE COPY

Copy 1 For Immigration and Naturalization Service

AGENCY FOR INTERNATIONAL TRAINING
OFFICE OF INTERNATIONAL TRAINING
Control No.

PARTICIPANT DATA

U.S. INTERNATIONAL DEVELOPMENT COOPERATION AGENCY

SEE HANDBOOK 10 FOR INSTRUCTIONS ON COMPLETING

PART 1 - ADMINISTRATIVE DATA

1. FAMILY NAME
2. FIRST NAME
3. MIDDLE NAME
4. DATE OF BIRTH (YY/MM/DD)
5. SEX ☐ Male ☐ Female
6. COOPERATING COUNTRY — CODE
7. COUNTRY OF TRAINING — CODE
8. TYPE TRAINING ☐ Academic ☐ Technical
9. REQUESTED START DATE (YY/MM/DD)
10. PROJECT NUMBER
11. COMPLETE PIO/P NUMBER
12. PROGRAM AGENCY

(AID/OIT USE) DOCUMENTS ATTACHED: PIO/P ☐ 1 BIODATA ☐ 2 TRANSCRIPT ☐ 3 PHOTO ☐ 4 CERTIFICATE ☐ 5

CODE FOR TRAINING ARRANGEMENT

PART 2 - PROGRAM DATA

13. ONBOARD DATE (YY/MM/DD)
14. FIELD OF TRAINING CODE
15. MAJOR COURSE OF STUDY CODE
16. FUTURE OCCUPATION CODE
17. DEGREE OBJECTIVE (CHECK ONE): ASSOCIATE ☐ 1 BACHELOR ☐ 2 MASTER ☐ 3 PH.D ☐ 4
18. PROJECTED COMPLETION DATE (YY/MM/DD)
19. PROGRAMMER ID CODE
20. INSURANCE ENTITLEMENT ☐ Yes ☐ No
21. ENTITLEMENT START DATE (YY/MM/DD)
22. ENTITLEMENT END DATE (YY/MM/DD)

CODE	TRAINING FACILITY NAME	CITY	STATE	TRAINING DATES: STARTING DATE (YY/MM/DD)	TRAINING DATES: ENDING DATE (YY/MM/DD)
23.					
24.					
25.					
26.					
27.					

28. CONTRACTOR NAME — CODE
29. CONTRACT NUMBER
30. CONTRACTING AGENCY: AID ☐ HOST COUNTRY ☐
31. CONTRACT ADMINISTRATOR
32. CONTRACTOR ADDRESS — CITY — STATE — ZIP CODE
33. PHONE NUMBER (WITH AREA CODE)
34. DATE FORWARDED (YY/MM/DD)

PART 3 - PROGRAM CHANGES

35. ITEM NO — PROGRAM CHANGE

36. DATE FORWARDED (YY/MM/DD)

PART 4 - PROGRAM COMPLETION DATA

37. NONRETURNEE STATUS: WAIVER ☐ 1 VOL DEPARTURE ☐ 2
38. DEPARTURE DATE (YY/MM/DD)
39. I-94 ADMISSION NUMBER (Acad. PARTICIPANT ONLY)
40. FINAL PROGRAM STATUS: COMPLETED ☐ 1 CANCELLED ☐ 2
41. DEGREE ACHIEVED (CHECK ONE): ASSOCIATE ☐ 1 BACHELOR ☐ 2 MASTER ☐ 3 PH.D ☐ 4 NONE ☐ 5
42. CONFIRMED RETURN DATE - ACAD. PART. ONLY (YY/MM/DD)
43. PORT OF EXIT (CHECK ONE): ☐ LA ☐ SF ☐ SEATTLE ☐ MIAMI ☐ N. ORLEANS ☐ BOSTON ☐ CHICAGO ☐ NEW YORK ☐ D.C. ☐ HONOLULU ☐ OTHER
44. DATE FORWARDED (YY/MM/DD)

(WHITE)

INITIATE PARTICIPANT PROGRAM

OFFICE OF INTERNATIONAL TRAINING

Control No.

PARTICIPANT DATA

U.S. INTERNATIONAL DEVELOPMENT COOPERATION AGENCY

INSTRUCTIONS ON COMPLETING

PART 1 - ADMINISTRATIVE DATA

1. FAMILY NAME	2. FIRST NAME	3. MIDDLE NAME	4. DATE OF BIRTH (YY/MM/DD)	5. SEX ☐ Male ☐ Female
6. COOPERATING COUNTRY CODE	7. COUNTRY OF TRAINING CODE	8. TYPE TRAINING ☐ Academic ☐ Technical	9. REQUESTED START DATE (YY/MM/DD)	
10. PROJECT NUMBER	11. COMPLETE PIO/P NUMBER	12. PROGRAM AGENCY	(AID/OIT USE) DOCUMENTS ATTACHED: PIO/P ☐1 BIODATA ☐2 TRANSCRIPT ☐3 PHOTO ☐4 CERTIFICATE ☐5	CODE FOR TRAINING ARRANGEMENT

PART 2 - PROGRAM DATA

13. ONBOARD DATE (YY/MM/DD)	14. FIELD OF TRAINING CODE	15. MAJOR COURSE OF STUDY CODE	16. FUTURE OCCUPATION CODE	17. DEGREE OBJECTIVE (CHECK ONE) ASSOCIATE ☐1 BACHELOR ☐2 MASTER ☐3 PH.D ☐4
18. PROJECTED COMPLETION DATE (YY/MM/DD)	19. PROGRAMMER ID CODE	20. INSURANCE ENTITLEMENT ☐ Yes ☐ No	21. ENTITLEMENT START DATE (YY/MM/DD)	22. ENTITLEMENT END DATE (YY/MM/DD)

CODE	TRAINING FACILITY NAME	CITY	STATE	TRAINING DATES: STARTING DATE (YY/MM/DD)	ENDING DATE (YY/MM/DD)
23.					
24.					
25.					
26.					
27.					

28. CONTRACTOR NAME CODE	29. CONTRACT NUMBER	30. CONTRACTING AGENCY AID ☐ HOST COUNTRY ☐	31. CONTRACT ADMINISTRATOR	
32. CONTRACTOR ADDRESS CITY STATE	ZIP CODE	33. PHONE NUMBER (WITH AREA CODE)	34. DATE FORWARDED (YY/MM/DD)	

PART 3 - PROGRAM CHANGES

35. ITEM NO	PROGRAM CHANGE
	36. DATE FORWARDED (YY/MM/DD)

PART 4 - PROGRAM COMPLETION DATA

37. [illegible] STATUS WAIVER ☐1 VOL. DEPARTURE ☐2	38. DEPARTURE DATE (YY/MM/DD)	39. I-94 ADMISSION NUMBER (Acad. PARTICIPANT ONLY)	43. PORT OF EXIT (CHECK ONE) ☐ LA ☐ MIAMI ☐ CHICAGO ☐ HONOLULU ☐ OTHER ☐ SF ☐ N. ORLEANS ☐ NEW YORK ☐ SEATTLE ☐ BOSTON ☐ D.C.
40. FINAL PROGRAM STATUS COMPLETED ☐1 CANCELLED ☐2	41. DEGREE ACHIEVED (CHECK ONE) ASSOCIATE ☐1 BACHELOR ☐2 MASTER ☐3 PH.D ☐4 NONE ☐5	42. CONFIRMED RETURN DATE - ACAD. PART. ONLY (YY/MM/DD)	44. DATE FORWARDED (YY/MM/DD)

(BLUE) INSURANCE COPY

A6 BEST AVAILABLE COPY Page 2 of 6

OFFICE OF INTERNATIONAL TRAINING
Control No.

PARTICIPANT DATA

U.S. INTERNATIONAL DEVELOPMENT COOPERATION AGENCY

INSTRUCTIONS ON COMPLETING

PART 1 - ADMINISTRATIVE DATA

1. FAMILY NAME | 2. FIRST NAME | 3. MIDDLE NAME | 4. DATE OF BIRTH (YY/MM/DD) | 5. SEX ☐ Male ☐ Female

6. COOPERATING COUNTRY CODE | 7. COUNTRY OF TRAINING CODE | 8. TYPE TRAINING ☐ Academic ☐ Technical | 9. REQUESTED START DATE (YY/MM/DD)

10. PROJECT NUMBER | 11. COMPLETE PIO/P NUMBER | 12. PROGRAM AGENCY | (AID/OIT USE) DOCUMENTS ATTACHED: PIO/P ☐1 BIODATA ☐2 TRANSCRIPT ☐3 PHOTO ☐4 CERTIFICATE ☐5 | CODE FOR TRAINING ARRANGEMENT

PART 2 - PROGRAM DATA

13. ONBOARD DATE (YY/MM/DD) | 14. FIELD OF TRAINING CODE | 15. MAJOR COURSE OF STUDY CODE | 16. FUTURE OCCUPATION CODE | 17. DEGREE OBJECTIVE (CHECK ONE) ASSOCIATE ☐1 BACHELOR ☐2 MASTER ☐3 PH.D ☐4

18. PROJECTED COMPLETION DATE (YY/MM/DD) | 19. PROGRAMMER ID CODE | 20. INSURANCE ENTITLEMENT ☐ Yes ☐ No | 21. ENTITLEMENT START DATE (YY/MM/DD) | 22. ENTITLEMENT END DATE (YY/MM/DD)

CODE	TRAINING FACILITY NAME	CITY	STATE	TRAINING DATES STARTING DATE (YY/MM/DD)	ENDING DATE (YY/MM/DD)
23.					
24.					
25.					
26.					
27.					

28. CONTRACTOR NAME CODE | 29. CONTRACT NUMBER | 30. CONTRACTING AGENCY AID ☐ HOST COUNTRY ☐ | 31. CONTRACT ADMINISTRATOR

32. CONTRACTOR ADDRESS CITY STATE | ZIP CODE | 33. PHONE NUMBER (WITH AREA CODE) | 34. DATE FORWARDED (YY/MM/DD)

PART 3 - PROGRAM CHANGES

35. ITEM NO | PROGRAM CHANGE | 36. DATE FORWARDED (YY/MM/DD)

PART 4 - PROGRAM COMPLETION DATA

37. [illegible] STATUS WAIVER ☐1 VOL DEPARTURE ☐2 | 38. DEPARTURE DATE (YY/MM/DD) | 39. I-94 ADMISSION NUMBER (Acad. PARTICIPANT ONLY) | 43. PORT OF EXIT (CHECK ONE) ☐ LA ☐ MIAMI ☐ CHICAGO ☐ HONOLULU ☐ OTHER ☐ SF ☐ N. ORLEANS ☐ NEW YORK ☐ SEATTLE ☐ BOSTON ☐ D.C.

40. FINAL PROGRAM STATUS COMPLETED ☐1 CANCELLED ☐2 | 41. DEGREE ACHIEVED (CHECK ONE) ASSOCIATE ☐1 BACHELOR ☐2 MASTER ☐3 PH.D ☐4 NONE ☐5 | 42. CONFIRMED RETURN DATE ACAD. PART. ONLY (YY/MM/DD) | 44. DATE FORWARDED (YY/MM/DD)

(GREEN) AGENCY PROGRAMMING/CHANGES/COMPLETION DATA

OFFICE OF INTERNATIONAL TRAINING

Control No.

U.S. INTERNATIONAL DEVELOPMENT COOPERATION AGENCY

INSTRUCTIONS ON COMPLETING

PART 1 - ADMINISTRATIVE DATA

1. FAMILY NAME	2. FIRST NAME	3. MIDDLE NAME	4. DATE OF BIRTH (YY/MM/DD)	5. SEX ☐ Male ☐ Female

6. COOPERATING COUNTRY	CODE	7. COUNTRY OF TRAINING	CODE	8. TYPE TRAINING ☐ Academic ☐ Technical	9. REQUESTED START DATE (YY/MM/DD)

10. PROJECT NUMBER	11. COMPLETE PIO/P NUMBER	12. PROGRAM AGENCY	(AID/OIT USE) DOCUMENTS ATTACHED: PIO/P ☐1 BIODATA ☐2 TRANSCRIPT ☐3 PHOTO ☐4 CERTIFICATE ☐5	CODE FOR TRAINING ARRANGEMENT

PART 2 - PROGRAM DATA

13. ONBOARD DATE (YY/MM/DD)	14. FIELD OF TRAINING CODE	15. MAJOR COURSE OF STUDY CODE	16. FUTURE OCCUPATION CODE	17. DEGREE OBJECTIVE (CHECK ONE) ASSOCIATE ☐1 BACHELOR ☐2 MASTER ☐3 PH.D ☐4

18. PROJECTED COMPLETION DATE (YY/MM/DD)	19. PROGRAMMER ID CODE	20. INSURANCE ENTITLEMENT ☐ Yes ☐ No	21. ENTITLEMENT START DATE (YY/MM/DD)	22. ENTITLEMENT END DATE (YY/MM/DD)

CODE	TRAINING FACILITY NAME	CITY	STATE	TRAINING DATES: STARTING DATE (YY/MM/DD)	ENDING DATE (YY/MM/DD)
23.					
24.					
25.					
26.					
27.					

28. CONTRACTOR NAME	CODE	29. CONTRACT NUMBER	30. CONTRACTING AGENCY AID ☐ HOST COUNTRY ☐	31. CONTRACT ADMINISTRATOR

32. CONTRACTOR ADDRESS	CITY	STATE	ZIP CODE	33. PHONE NUMBER (WITH AREA CODE)	34. DATE FORWARDED (YY/MM/DD)

PART 3 - PROGRAM CHANGES

35. ITEM NO	PROGRAM CHANGE	36. DATE FORWARDED (YY/MM/DD)

PART 4 - PROGRAM COMPLETION DATA

37. TRANSFER OF STATUS: WAIVER ☐1 VOL. DEPARTURE ☐2	38. DEPARTURE DATE (YY/MM/DD)	39. I-94 ADMISSION NUMBER (Acad. PARTICIPANT ONLY)	43. PORT OF EXIT (CHECK ONE) ☐ LA ☐ MIAMI ☐ CHICAGO ☐ HONOLULU ☐ OTHER ☐ SF ☐ N. ORLEANS ☐ NEW YORK ☐ SEATTLE ☐ BOSTON ☐ D.C.

40. FINAL PROGRAM STATUS: COMPLETED ☐1 CANCELLED ☐2	41. DEGREE ACHIEVED (CHECK ONE) ASSOCIATE ☐1 BACHELOR ☐2 MASTER ☐3 PH.D ☐4 NONE ☐5	42. CONFIRMED RETURN DATE - ACAD. PART. ONLY (YY/MM/DD)	44. DATE FORWARDED (YY/MM/DD)

(GREEN) AGENCY PROGRAMMING/CHANGES/COMPLETION DATA

A8

BEST AVAILABLE COPY

OFFICE OF INTERNATIONAL TRAINING

Control No.

PARTICIPANT DATA

U.S. INTERNATIONAL DEVELOPMENT COOPERATION AGENCY

INSTRUCTIONS ON COMPLETING

PART 1 - ADMINISTRATIVE DATA

1. FAMILY NAME
2. FIRST NAME
3. MIDDLE NAME
4. DATE OF BIRTH (YY/MM/DD)
5. SEX ☐ Male ☐ Female
6. COOPERATING COUNTRY — CODE
7. COUNTRY OF TRAINING — CODE
8. TYPE TRAINING ☐ Academic ☐ Technical
9. REQUESTED START DATE (YY/MM/DD)
10. PROJECT NUMBER
11. COMPLETE PIO/P NUMBER
12. PROGRAM AGENCY

(AID/OIT USE) DOCUMENTS ATTACHED: PIO/P ☐1 BIODATA ☐2 TRANSCRIPT ☐3 PHOTO ☐4 CERTIFICATE ☐5

CODE FOR TRAINING ARRANGEMENT

PART 2 - PROGRAM DATA

13. ONBOARD DATE (YY/MM/DD)
14. FIELD OF TRAINING CODE
15. MAJOR COURSE OF STUDY CODE
16. FUTURE OCCUPATION CODE
17. DEGREE OBJECTIVE (CHECK ONE) ASSOCIATE ☐1 BACHELOR ☐2 MASTER ☐3 PH.D ☐4
18. PROJECTED COMPLETION DATE (YY/MM/DD)
19. PROGRAMMER ID CODE
20. INSURANCE ENTITLEMENT ☐ Yes ☐ No
21. ENTITLEMENT START DATE (YY/MM/DD)
22. ENTITLEMENT END DATE (YY/MM/DD)

CODE	TRAINING FACILITY NAME	CITY	STATE	TRAINING DATES STARTING DATE (YY/MM/DD)	TRAINING DATES ENDING DATE (YY/MM/DD)
23.					
24.					
25.					
26.					
27.					

28. CONTRACTOR NAME — CODE
29. CONTRACT NUMBER
30. CONTRACTING AGENCY AID ☐ HOST COUNTRY ☐
31. CONTRACT ADMINISTRATOR
32. CONTRACTOR ADDRESS — CITY — STATE — ZIP CODE
33. PHONE NUMBER (WITH AREA CODE)
34. DATE FORWARDED (YY/MM/DD)

PART 3 - PROGRAM CHANGES

35. ITEM NO — PROGRAM CHANGE

36. DATE FORWARDED (YY/MM/DD)

PART 4 - PROGRAM COMPLETION DATA

37. NONRETURN STATUS WAIVER ☐1 VOL DEPARTURE ☐2
38. DEPARTURE DATE (YY/MM/DD)
39. I-94 ADMISSION NUMBER (Acad. PARTICIPANT ONLY)
40. FINAL PROGRAM STATUS COMPLETED ☐1 CANCELLED ☐2
41. DEGREE ACHIEVED (CHECK ONE) ASSOCIATE ☐1 BACHELOR ☐2 MASTER ☐3 PH.D ☐4 NONE ☐5
42. CONFIRMED RETURN DATE — ACAD. PART. ONLY (YY/MM/DD)
43. PORT OF EXIT (CHECK ONE) ☐ LA ☐ MIAMI ☐ CHICAGO ☐ HONOLULU ☐ OTHER ☐ SF ☐ N. ORLEANS ☐ NEW YORK ☐ SEATTLE ☐ BOSTON ☐ D.C.
44. DATE FORWARDED (YY/MM/DD)

(GREEN) AGENCY PROGRAMMING/CHANGES/COMPLETION DATA

AGENCY FOR INTERNATIONAL TRAINING
OFFICE OF INTERNATIONAL TRAINING
Control No.

PARTICIPANT DATA

U.S. INTERNATIONAL DEVELOPMENT COOPERATION AGENCY

SEE HANDBOOK 10 FOR INSTRUCTIONS ON COMPLETING

PART 1 - ADMINISTRATIVE DATA

1. FAMILY NAME
2. FIRST NAME
3. MIDDLE NAME
4. DATE OF BIRTH (YY/MM/DD)
5. SEX ☐ Male ☐ Female
6. COOPERATING COUNTRY — CODE
7. COUNTRY OF TRAINING — CODE
8. TYPE TRAINING ☐ Academic ☐ Technical
9. REQUESTED START DATE (YY/MM/DD)
10. PROJECT NUMBER
11. COMPLETE PIO/P NUMBER
12. PROGRAM AGENCY

(AID/OIT USE) DOCUMENTS ATTACHED: PIO/P ☐1 BIODATA ☐2 TRANSCRIPT ☐3 PHOTO ☐4 CERTIFICATE ☐5

CODE FOR TRAINING ARRANGEMENT

PART 2 - PROGRAM DATA

13. ONBOARD DATE (YY/MM/DD)
14. FIELD OF TRAINING CODE
15. MAJOR COURSE OF STUDY CODE
16. FUTURE OCCUPATION CODE
17. DEGREE OBJECTIVE (CHECK ONE): ASSOCIATE ☐1 BACHELOR ☐2 MASTER ☐3 PH.D ☐4
18. PROJECTED COMPLETION DATE (YY/MM/DD)
19. PROGRAMMER ID CODE
20. INSURANCE ENTITLEMENT ☐ Yes ☐ No
21. ENTITLEMENT START DATE (YY/MM/DD)
22. ENTITLEMENT END DATE (YY/MM/DD)

CODE	TRAINING FACILITY NAME	CITY	STATE	TRAINING DATES STARTING DATE (YY/MM/DD)	TRAINING DATES ENDING DATE (YY/MM/DD)
23.					
24.					
25.					
26.					
27.					

28. CONTRACTOR NAME — CODE
29. CONTRACT NUMBER
30. CONTRACTING AGENCY: AID ☐ HOST COUNTRY ☐
31. CONTRACT ADMINISTRATOR
32. CONTRACTOR ADDRESS — CITY — STATE — ZIP CODE
33. PHONE NUMBER (WITH AREA CODE)
34. DATE FORWARDED (YY/MM/DD)

PART 3 - PROGRAM CHANGES

35 ITEM NO	PROGRAM CHANGE

36. DATE FORWARDED (YY/MM/DD)

PART 4 - PROGRAM COMPLETION DATA

37. INELIGIBLE STATUS: WAIVER ☐1 VOL. DEPARTURE ☐2
38. DEPARTURE DATE (YY/MM/DD)
39. I-94 ADMISSION NUMBER (Acad. PARTICIPANT ONLY)
40. FINAL PROGRAM STATUS: COMPLETED ☐1 CANCELLED ☐2
41. DEGREE ACHIEVED (CHECK ONE): ASSOCIATE ☐1 BACHELOR ☐2 MASTER ☐3 PH.D ☐4 NONE ☐5
42. CONFIRMED RETURN DATE - ACAD. PART. ONLY (YY/MM/DD)
43. PORT OF EXIT (CHECK ONE): ☐ LA ☐ MIAMI ☐ CHICAGO ☐ HONOLULU ☐ OTHER ☐ SF ☐ N. ORLEANS ☐ NEW YORK ☐ SEATTLE ☐ BOSTON ☐ D.C.
44. DATE FORWARDED (YY/MM/DD)

(RUST) FILE RECORD

A10 BEST AVAILABLE COPY

: 01 STATE 145877 088743 AID7366
ION AID-35

ION OFFICE IT-98
AANE-01 NETC-04 NEJL-03 CH8-01 RELO-01 STA-10L
/026 A2 X

OCT-88 /035 R

TED BY IT/PO:
OVED BY IT/PO:OSTERRELL
LX:KTEIL (INFO)
T/SRC:NNEMAIDAN
T/PO:THBALL
T/PO:MTAYLOR
RED DISTRIBUTION
ION IT INFO CH & AANE NETCNEJL SM-08 END
------------------098654 040351Z /34
040312 JUN 88
ECSTATE WASHDC
MEMBASSY DAMASCUS PRIORITY

AS STATE 145877

IC

. 12065: N/A

S

ECT: TRAINING IMPLEMENTATION PLAN: PIO/P 276-68117,
GHIAS A. AL-HAKIM - FERTILIZER PRODUCTION

: STATE

CTIVE: TO ACQUIRE KNOWLEDGE OF THE LATEST TECHNOLOGY IN
PRODUCTION OF VARIOUS KINDS OF FERTILIZER, STUDY ASPECTS
ERTILIZER QUALITY CONTROL, AND PREPARE MR. HAKIM TO
ATE AND MANAGE THE FERTILIZER COMPANY'S TRAINING DEPART
IN HOMS, SYRIA.

TION: FIVE MONTHS: JUNE 6 - OCTOBER 31, 1988
ATIVE STARTING DATE: JUNE 6, 1988

DAYS: (1) ORIENTATION AT WASHINGTON INTERNATIONAL
TER; (2) MEETING WITH OS/IT PARTICIPANT TRAINING
IALIST TO DISCUSS TECHNICAL PROGRAM AND ADMINISTRATIVE
ILS;

DAYS: ORIENTATION, INTERNATIONAL FERTILIZER
LOPMENT CENTER, MUSCLE SHOALS, ALABAMA - TOUR FACILITIES;
ASSIGNMENT, LIBRARY. TVA FACILITIES TOUR, LIBRARY
NTATION; COMMUNITY ORIENTATION: HOUSING, BANKING,
ERSITY, PUBLIC LIBRARY, SHOPPING CENTERS, ETC.;
DAYS: CURRENT FERTILIZER STATUS (GLOBAL, REGIONAL,
SYRIAN) - RAW MATERIAL RESERVES AND DEVELOPMENT,
FACTURING FACILITIES, DISTRIBUTION AND USE;

DAYS: FERTILIZERS - WHAT THEY ARE: PRIMARY,
NDARY, AND MICRONUTRIENTS; WHAT THEY DO: UTILIZATION
ROWING PLANTS; HOW THEY ARE USED: SOLIDS: BULK,
GED, BLENDS, ETC.; FLUIDS - INJECTION, BROADCAST,
DED, ETC.

TY DAYS: PRODUCTION OF FERTILIZERS - GRANULATION OF
A AND UREA-BASED NPK FERTILIZERS, PRODUCTION OF MAP
DAP USING STNORD PRENEUTRALIZER AND DRUM
ULATION, WET PROCESS PHOSPHORIC ACID PRODUCTION,
ERN FERTILIZER TECHNOLOGY, AND QUALITY CONTROL.
IVITIES WILL INCLUDE THEORY AND PRACTICE AND WILL NOT BE
ITED TO SUBJECTS LISTED. PARTICIPANT WILL BE INSTRUCTED

STATE 145877 088743 AID7366
WILL WORK WITH IFDC STAFF, AND WILL OPERATE ALONE TO GAIN
MAXIMUM UNDERSTANDING. MOST OF THE WORK WILL BE IN THE
IFDC PILOT PLANTS.

FIVE DAYS: FERTILIZER PLANT MAINTENANCE PROGRAMS -
BASIC PRINCIPLES OF MAINTENANCE MANAGEMENT; MAINTENANCE
SYSTEMS IN OPERATION (IFDC, TVA, COMMERCIAL COMPANY);

TWELVE DAYS: MANAGEMENT EFFECTIVENESS - AUDIT OF
APPROPRIATE PORTIONS OF THE 1988 IFDC MARKETING AND
DISTRIBUTION COURSE;

FIFTEEN DAYS: TRAINING PROGRAM DEVELOPMENT AND EXECUTION:
WORK WITH IFDC TRAINING COORDINATOR AND ASSOCIATE
TRAINING COORDINATOR; OBSERVE TRAINING PROGRAMS AT
COMMERICAL PLANTS; DEVELOP AT LEAST ONE PROGRAM FOR
IMPLEMENTATION ON RETURN TO SYRSA;

THREE DAYS: PROGRAM REVIEW AND WRAP-UP

IF USDIA/SARG CONCUR ABOVE PROGRAM, FIRM CALL FORWARD
JUNE 6 TO WASHINGTON, D.C. PLEASE ADVISE AMOUNT OF AMA
AND ETA. PTS 7. MUSKIE

UNCLASSIFIED

USDA/OICD/ITD:R W DOAN:MJB
8/24/82 TEL 447-6095
USDA/OICD/ITD:D P WINKELMANN

TANZANIA (INFO) DESK
AID/DS/IT/SRC (DRAFT)

AID/ST/IT:N HEMAIDEN (INFO)

PRIORITY DAR ES SALAAM

AIDAC

E.O. 12065: N/A

DPW
RWD

TAGS:

SUBJECT: PIO/P 621-0161-1-20025, CLETU KAPINGA

REF: A) USDA CATALOG OF COURSES, 1982, PG. 18

1. TRAINING IMPLEMENTATION PLAN: C/F WASHINGTON, D.C. SEPTEMBER 2, 1982 FOR ORIENTATION WIC AND USDA; SEPTEMBER 7, ENROLL TC 140-2, AGRICULTURAL PROJECT PLANNING AND ANALYSIS, SECTION II, COMPLETE OUTLINE REF A; DEPART NOVEMBER 13, 1982. BUDGET BEING FORWARDED ASAP. ADVISE ETA AND AMA PAID. PM 0740/00053 YY

UNCLASSIFIED

PAGE 01 STATE 314853 2744 085670 AID0321
ORIGIN AID-00

ORIGIN OFFICE IT-06
INFO AFEA-03 AFDR-06 FM-02 AFDA-01 AGRI-01 RELO-01 MAST-01
STHR-01 3V-00 /022 A0

INFO OCT-00 /020 R

DRAFTED BY AID/ST/IT, AID/FM/PAD: W SMALL, R BONNAFFON
APPROVED BY AID/ST/IT W SMALL
FM/PAD: D DILL (INFO)
------------------004052 091011Z /38
R 090658Z NOV 82
FM SECSTATE WASHDC
TO AMEMBASSY DAR ES SALAAM
INFO AMEMBASSY NAIROBI

UNCLAS STATE 314853

ADM AID

E. O. 12356: N/A
TAGS:
SUBJECT: AID 1380-1A CONFIRMATION COPY PIO/P 62120025 (CLETU KAPINGA)

1. USDA 2. USDA T C 140-2
3. NON-ACADEMIC 4. 3 MONTHS 5. ONE
APPROVED ACTUAL BUDGET

INSTRUCTIONAL COSTS	4, 150
MAINTENANCE ALLOWANCE	3, 799
MISCELLANEOUS TRAINING COSTS	265
RSSA/CONTRACTOR COSTS	525
AID/W ADMINISTERED SERVICES	400
TOTAL	9, 139
AVERAGE COST PER MONTH	3, 046
WORK-SHEET AMOUNT	9, 060
PIO/P AMOUNT	9, 139

ATTACH THIS CABLE TO WORKSHEET PIO/P AS FUNDING AUTHORITY AND ADJUST RESERVATION/ OBLIGATION AMOUNT TO APPROVED PIO/P AMOUNT. PROMPTLY BEGIN CREDIT TRANSFERS UPON CALL FORWARD OR OTHER APPLICABLE ACCRUAL DATE AND COMPLETE 1 QUARTERS LATER. 110/053 SHULTZ

APPENDIX B

Former PTIS Source Documents

Documents included in this section are:

- Monthly Report on Third Country Training - AID Form 1380-7
- Monthly Report of Participants under Grant, Loan or Contract Programs - AID Form 1380-9
- Participant Program and Training Data - PPTD Form 1380-59
- Health and Accident Coverage (HAC) Program Participant Enrollment Card AID 1380-98

AID 1380-7 (4-71) REPORT NO. U-137

AGENCY FOR INTERNATIONAL DEVELOPMENT

MONTHLY REPORT ON THIRD COUNTRY TRAINING

(SEE INSTRUCTIONS ON REVERSE)

1. REPORTING MONTH AND YEAR: October, 1978

2. REPORTING MISSION: a. MISSION OF ORIGIN: USAID/Jakarta
b. MISSION OF TRAINING

3. DEVELOPMENT TRAINING OFFICER: Dan S. Terrell

No Arrivals
ie. per 2a. USAID/Jakarta does not send participants
to training to countries having no USAID
or AID Representatives.

per 2b. USAID/Jakarta trains participants in host country:

B-1

4. PIO/P NUMBER AND PARTICIPANT NAME	5. NAME OF CONTRACTOR AND CONTRACT NUMBER	6. DATE OF ARRIVAL	7. FIELD AND TYPE OF TRAINING: TAC CODE (A)	TYPE (B)	8. DEGREE AND MAJOR: DEGREE (A)	MAJOR (B)	9. COUNTRY OF TRAINING AND DURATION OF TRAINING IN EACH COUNTRY	10. PROGRAM COMPLETION DATE
493-500-1-80067 (4 participants) from Thailand:								
1. Jaran Samibut(Mr)	-	10/1/78	500	OBS	-	-	497-10/1-11/11/78	11/11/78
2. Amnach Laotong(Mr)	-	"	"	"	-	-	"	"
3. Mrs. Kallayanee	-	"	"	"	-	-	"	"
4. Miss Patcharee	-	"	"	"	-	-	"	"
388-0001-1-80085 (4 participants) from Bangladesh:								
1. Mr. H.A. Aziz	-	10/19/78	0001	"	-	-	497-10/19-28/78	10/28/78
2. Mr. Enamul Haque	-	"	"	"	-	-	"	"
3. Mr. Shaikh Abdul Haque	-	"	"	"	-	-	"	"
4. Mr. A. Latif Mallick	-	"	"	"				
263-029-1-70290 (3 participants) from Egypt:								
1. Mr. Ahmed Shawky Abdel Hamid	-	10/20/78	029	"	-	-	497-10/20-26/78	10/26/78
2. Mr. Hamed Abdel Salam Ahmed Askar	-	"	"	"	-	-	"	"
3. Mr. Mohamed Rashad Abdallah	-	"	"	"	-	-	"	"
Mrs. Laila Stino (Escort)								

BEST AVAILABLE COPY

Form Approved
O.M.B. No. 24-R00

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523
MONTHLY REPORT OF PARTICIPANTS UNDER GRANT, LOAN, OR CONTRACT PROGRAMS
(See Reverse for Instructions)

1. DATE: 6/30/79
2. CONTRACT/GRANT/LOAN NUMBER: AID-1t-2801
3. TOTAL ON BOARD: 167
4. CONTRACTOR/GRANTEE: SECID
5. COORDINATOR/DIRECTOR: Colden Murchinson, Director

MONTHLY REPORT OF PARTICIPANTS UNDER GRANT, LOAN, OR CONTRACT PROGRAMS - DEPARTURE REPORTING

6. PIO/P NUMBER AND NAME OF PARTICIPANT (If PIO/P is not used, show country of origin)	7. SEX	8. DATE OF ARRIVAL	9. FIELD OF TRAINING	10. TYPE OF TRAINING	11. MAJOR/ DEGREE	12. NAME, LOCATION, AND DURATION OF TRAINING AT EACH FACILITY	13. DEPARTURE DATE A. Estimated Departure	B. Actual Departure	C. Visa Expir. Date
(2) DEPARTURES									
497-V-042-1-60424 Sion Siregar	M	9/22/78	995	ACA	MBA Accountng	Florida International University Miami, FA 9/22/78-6/13/79	6/13/79		7/15/7
278-0146-1-60115TQ Mr. Al. Ghalith, Asad.	M	1/29/77	690	ACA	B.A. English	University of Missouri, Columbia 1/29/77-current*	8/80	1/12/79	1/26/7
698-384-1-617890/90123 Mr. N'Diaye, Seydou	M	6/12/77	810	ACA	M.A. Comm. Development	University of Missouri, Columbia 6/12/77 - 5/21/79	5/30/79	6/1/79	6/12/7
663-138-1-63028 Mr. Asfaw, Melaku	M	8/1/75	680	ACA	Ph.D. Curriculum & Instruct	University of Texas, Austin, Texas 8/1/75-5/20/79	5/24/79	6/4/79	6/1/79
497-188-1-80146 Mochamad Mukeno	M	8/10/77	810	ACA	M.A. Economics/ Demography	Vanderbilt University Nashville, Tenn.	5/30/79	5/30/79	8/10/7
514-0190-1-6550132 Louis E. Ruiz-Rubio	M	7/24/77	180	ACA	M.S. Aquaculture	ALIGU Washington, D. C. 7/24/77-9/13/77 Auburn University Auburn, Alabama 9/14/77-6/7/79	6/7/79	6/10/79	7/24/7

*participant still at U. Missouri, Columbia; however, no longer being carried by AID.

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PARTICIPANT PROGRAM AND TRAINING DATA

See Annex A to Training Procedure 42 for instructions on completing form.

CARD D

PART I - PROGRAM DATA (As developed by AID/W)

BATCH NO. (1-2)	1. PARTICIPANT NO. (3-8)	2. PIO/P NO. (Original) A. CTRY/REG.(9-11)	B. DOCU. SERIAL NO.	3. DTS IDENTIFICATION A. CODE (12-14)	B. NAME	4. TRAINING ACTIVITY CODE (15-17)

5. PARTICIPANT'S NAME	8. ON BOARD DATE (18-23)	9. WIC (24) Yes 1 No 2
10. PARTICIPATING AGENT/PARTICIPATING AGENCY	10. CODE (25-28)	12. TYPE PROGRAM (33) 1 Individual 2 Group 3 Combination
11. PA	11. CODE (29-32)	

13. TYPE TRAINING (Circle one) (34)
ACAD 1 OJT 2 OBSER 3 SEMINAR 4 MIXED 5

14. ACADEMIC LEVEL (Circle one) (35)
NONE 1 OOS 2 PREP 3 UNDERGRAD 4 GRAD 5

15. DEGREE OBJECTIVE (Circle one) (36)
BACHELOR 1 MASTER 3 MD 5 DVM 6 PH.D 7 OTHER 8 NONE 9

16. SPECIFIC MAJOR COURSE OR FIELD OF STUDY (37-40)

20. FUNDING TERMINATION DATE (41-46)

96. TRAINING CATEGORY (47)

CARD E

CODE	TRAINING FACILITY NAME	CITY	STATE	TRAINING DATES STARTING DATE	ENDING DATE
17 (12-16)				1B (17-22)	1E (23-28)
33 (29-33)				2B (34-39)	2E (40-45)
34 (46-50)				3B (51-56)	3E (57-62)
35 (63-67)				4B (68-73)	4E (74-79)
36 (12-16) VI				5B (17-22)	5E (23-28)
37 (29-33)				6B (34-39)	6E (40-45)
38 (46-50)				7B (51-56)	7E (57-62)
39 (63-67)				8B (68-73)	8E (74-79)
				DATE TO TS/MD ▶	

PART II - PROGRAM CHANGES

ITEM NO.	PROGRAM CHANGE
	DATE TO TS/MD

CARD F

PART III - PROGRAM COMPLETION DATA

25. TERMINATION DATE (12-17)

9B. TYPE TRAINING (circle one) (18)
ACAD 1 OJT 2 OBSER 3 SEMINAR 4 MIXED 5

26. ACADEMIC LEVEL (circle one) (19)
NONE 1 OOS 2 PREP 3 UNDERGRAD 4 GRAD 5

27. DEGREE OBTAINED (circle one) (20)
BACHELOR 1 MASTER 3 MD 5 DVM 6 PH.D 7 OTHER 8 NONE 9

28. SPECIFIC MAJOR COURSE OR FIELD OF STUDY (21-24)

30. PROFESSIONAL SOCIETY (25) JOINED OR APPLIED TO
Yes 1 No 2 Not known 3

31. PORT OF EXIT (circle one) (26-27)

12 LOS ANGELES	22 MIAMI	34 CHICAGO	39 WASHINGTON, D.C.
14 SAN FRANCISCO	24 NEW ORLEANS	36 NEW YORK	42 HONOLULU
16 SEATTLE	32 BOSTON	38 PUERTO RICO	OTHER (specify) ______

DATE TO TS/MD

AID 1380-59 (10-77)

HEALTH AND ACCIDENT COVERAGE (HAC) PROGRAM
PARTICIPANT ENROLLMENT CARD
(Please type or print ALL information)

1. Contract Number

2. Contractor's Name

3. Contractor's Address *(Street, City, State, ZIP Code)*

4. Contract Administrator

5. Administrator's Telephone Number

PARTICIPANT INFORMATION

6. Participant's Name *(Last, First, Middle Initial)*

7. Sex *(M=Male; F=Female)*

8. Date of Birth — Mo. | Day | Yr.

9. Date Entitlement Begins — Mo. | Day | Yr.

10. Date Entitlement Ends — Mo. | Day | Yr.

11. Name of Training Facility

(For AID Use ONLY)

12. Address of Training Facility *(City, State)*

ELIGIBILITY STATEMENT

All Participants coming to the United States for training under contracts or grants with AID must be enrolled by the sponsoring contractor or grantor in the *HEALTH AND ACCIDENT COVERAGE (HAC) PROGRAM* sponsored by AID. No other purchase of Health and Accident Coverage is authorized without the written concurrence of the Agency's contracting officer. For information concerning the mandatory HAC Program enrollment, call the *Office of International Training* at (703) 235-1962. Collect calls will not be honored.

AID 1380-98 (10-80)

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APPENDIX C

Financial Management's Participant Payment System (PPS)

Fields Definition Table

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> display fields

 FIELD                STORED                      - PRINT -
 NAME       KEY  TYPE LENGTH  STRUC  RPTS         FORM  LEN          NOTES

DATABASE PPS
PART-NO     PFX  CHR        6        SCALAR       NP       6
NAME             CHR  V    35        SCALAR       P       35
SORTNAME         CHR  V    35        SCALAR       P       35
ADDR             CHR       35        V     5      NB      35
***
PIOP             CHR      112   BASE V    10      NB     112
  PIOP-NO   PFX  CHR       12   SUBF V    10      NB      12 POS    1 TO  12(PIOP     )
  PIOP-CTY       CHR        3   SUBF V    10      NP       3 POS    1 TO   3(PIOP     )
  PIOP-SEQ       CHR        7   SUBF V    10      NB       7 POS    4 TO  10(PIOP     )
  PIOP-AMT       UNP        8   SUBF V    10      I **     8 POS   11 TO  18(PIOP     )
  PIOP-DT        UNP        6   SUBF V    10      I **     6 POS   19 TO  24(PIOP     )
  APPROP         CHR        3   SUBF V    10      NB       3 POS   25 TO  27(PIOP     )
  PIOP-DUR       UNP        3   SUBF V    10      I **     3 POS   28 TO  30(PIOP     )
  CRED-PY        UNP        8   SUBF V    10      I **     8 POS   31 TO  38(PIOP     )
  CRED-SPY       UNP        6   SUBF V    10      I **     6 POS   39 TO  44(PIOP     )
  CRED-LY1       UNP        6   SUBF V    10      I **     6 POS   45 TO  50(PIOP     )
  CRED-LY2       UNP        6   SUBF V    10      I **     6 POS   51 TO  56(PIOP     )
  CRED-LY3       UNP        6   SUBF V    10      I **     6 POS   57 TO  62(PIOP     )
  CRED-LY4       UNP        6   SUBF V    10      I **     6 POS   63 TO  68(PIOP     )
  CRED-CY1       UNP        6   SUBF V    10      I **     6 POS   69 TO  74(PIOP     )
  CRED-CY2       UNP        6   SUBF V    10      I **     6 POS   75 TO  80(PIOP     )
  CRED-CY3       UNP        6   SUBF V    10      I **     6 POS   81 TO  86(PIOP     )
  CRED-CY4       UNP        6   SUBF V    10      I **     6 POS   87 TO  92(PIOP     )
  CRED-SU1       UNP        5   SUBF V    10      I **     5 POS   93 TO  97(PIOP     )
  CRED-SU2       UNP        5   SUBF V    10      I **     5 POS   98 TO 102(PIOP     )
  CRED-SU3       UNP        5   SUBF V    10      I **     5 POS  103 TO 107(PIOP     )
  CRED-SU4       UNP        5   SUBF V    10      I **     5 POS  108 TO 112(PIOP     )
PIOP-FX          CHR       13   BASE SCALAR       NB      13
***
  PIOP-NOP       UNP        2   SUBF SCALAR       I **     2 POS    1 TO   2(PIOP-FX  )
  PGM-AGT   SMP  CHR        4   SUBF SCALAR       NB       4 POS    3 TO   6(PIOP-FX  )
  TYPE-TRG       CHR        1   SUBF SCALAR       NB       1 POS    7 TO   7(PIOP-FX  )
  DES-STAT       UNP        6   SUBF SCALAR       I **     6 POS    8 TO  13(PIOP-FX  )
P-BUDGET         CHR        8   BASE       5      NB       8
  PBUD-AMT       UNP        8   SUBF       5      I **     8 POS    1 TO   8(P-BUDGET)
P-DISB           CHR       39   BASE V   200      NB      39
  SCH-B          CHR       13   SUBF V   200      NB      13 POS    1 TO  13(P-DISB   )
  D-STAT         CHR        1   SUBF V   200      NB       1 POS    1 TO   1(P-DISB   )
  D-SCENO        CHR        6   SUBF V   200      NP       6 POS    2 TO   7(P-DISB   )
  D-DATE         UNP        6   SUBF V   200      I **     6 POS    8 TO  13(P-DISB   )
  D-BGTLN        CHR        1   SUBF V   200      NP       1 POS   14 TO  14(P-DISB   )
  D-AMT          UNP       10   SUBF V   200      I **    10 POS   15 TO  24(P-DISB   )
  D-PURP         CHR       15   SUBF V   200      NB      15 POS   25 TO  39(P-DISB   )
  BV-NO          CHR        7   SUBF V   200      NB       7 POS   25 TO  31(P-DISB   )
  S-AMT          UNP       13   SUBF V   200      I **    13 POS   25 TO  37(P-DISB   )
LACR-FX          CHR       28   BASE SCALAR       NB      28
  DT-STRT        UNP        6   SUBF SCALAR       I **     6 POS    1 TO   6(LACR-FX  )
  MAINT-RT       UNP        6   SUBF SCALAR       I **     6 POS    7 TO  12(LACR-FX  )
  DT-COMP        UNP        6   SUBF SCALAR       I **     6 POS   13 TO  18(LACR-FX  )
  LACR-TYP       CHR        1   SUBF SCALAR       NP       1 POS   19 TO  19(LACR-FX  )
  LACR-DT        UNP        6   SUBF SCALAR       I **     6 POS   20 TO  25(LACR-FX  )
  DTS            CHR        3   SUBF SCALAR       NP       3 POS   26 TO  28(LACR-FX  )
***
TRG-INST         CHR       42        SCALAR       NB      42
GEO-NAME         DCD       40        V    10      NB      40 FROM PIOP-CTY
DTS-NAME         DCD       40        SCALAR       NB      40 FROM DTS
PGM-NAME         DCD       40        SCALAR       NB      40 FROM PGM-AGT
KEYS             BIT       24                     S,      24
ITEMNO           FLT        8        SCALAR       NP       8
$FIXED           CHR      127        SCALAR       NP     127
ALLKEYS          BIT       24                     S,      24

FIELDS WITH A FORMAT OF 'I **' HAVE NO FORMAT DEFINED, 'I' FORMAT ASSUMED
>
```

BEST AVAILABLE COPY

APPENDIX D

Contract Management's Contract Online Reporting System (COORS) Data Base Fields Definition Table

```
'D500.INQUIRE.FDT(COORSFDT)'
10010 CONTRACT FP    21
20000 ORG        FP    3        SCONTRACT1
30000 PROJNO     F     4        SCONTRACT5
40000 TYPE       FP    1        SCONTRACT10
50000 WKORDER    F     2        SCONTRACT12
60000 FY         FP    4        SCONTRACT15
70000 AMENDNO    F     2        SCONTRACT20
0000  OLDNO      F     21
80010 ORDRNO     F     2
90010 ORDTYP     F     1
***
100015 CONTTYPE F     1
110010 CNMLONG  F     120
120010 CNMSHORT F     35
130020 PROJTITL F     30
140012 PROJOF   F     16
150000 ORGSYMB  F     15
160012 ACTTYP   F     1
170000 PIOTAMT  N     9   $D0
180012 CUMOBL   N     9   $D0
190012 ACTERU   N     6   DT
200012 INCFUND  F     1
210000 HOSTCTRY F     60
220000 CAMPCORD F     16
230012 PERF-1   F     3
240012 COST     N     9   $D0
250012 NFDAMT   N     9   $D0
260012 EFFTDT   N     6   DT
270000 DUNSNO   F     9
280012 CSAWRD   FP    1
290012 PERSNO   N     4   D1
300012 PERSMN   N     4   D1
310000 ADVANCD  F     1
320000 STATREQ  F     1
***
330000 CTRYMANF F     2
340010 CURRIND  F     1
350000 SUBCONTR F     1
360000 SERVTYPE F     1
370000 SOURCE   F     1
380000 SELECT   FP    1
390000 TYPEOWNR F     1
400000 LABRSURP F     1
410000 BIDDERNO F     1
420000 TYPEBUS  F     1
430000 WOMENOWN F     1
440000 TYPEAWRD FP    1
450000 CTRYLOC  F     3
460000 STATELOC F     2
470000 CNTYLOC  F     3
480006 INITDT   N     6   DT
490010 ADDRESS1 F     60
500010 ADDRESS2 F     60
510012 CSDESC   F     30
```

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```
522012 CLDESC    F     122
530000 PURCHOFF  F     3
540000 CTRYPERF  F     2
550000 CNTYPERF  F     5
***
560000 PROCACT   F     1
570000 PROCCODE  F     4
580000 TYPECONT  F     1
590000 KEY1      F     16
600000 KEY2      F     6
610000 KEY3      F     1
620000 KEY4      F     1
630000 KEY5      F     1
640000 KEY6      F     6
650018 KEY7      N     9    $D0
650018 PROJECT   FP    9
660017 AMENDS    F     189       A99
670019 AMNO      N     3         SAMENDS   1
680012 AMPIOT    F     7         SAMENDS   4
680015 OPIOT                     EAMPIOT   1
690012 AMOBLIG   N     9    $D0  SAMENDS   11
690015 OOBLIG                    EAMOBLIG  1
700012 AMSIGNDT  N     6    DT   SAMENDS   20
700015 OSIGNDT                   EAMSIGNDT1
710012 AMBPC     F     15        SAMENDS   26
710015 OBPC                      EAMBPC    1
720012 AMEXPDT   N     6    DT   SAMENDS   41
720015 OEXPDT                    EAMEXPDT  1
***
730012 AMPURP    F     120       SAMENDS   47
740013 AMNEGONM  F     16        SAMENDS   167
740015 ONEGONM                   EAMNEGONM1
741017 AMRECDDT  N     6    DT   SAMENDS   183
741020 ORECDDT                   EAMRECDDT1
750017 FPDS      F     1         SAMENDS   189
760000 GEO-NAME  C     40         ORG
770012 PERF1-NM  C     40         PERF-1   GEO-NAME
780007 CTRY-NM   C     40         CTRYLOC GEO-NAME
790000 PUROF-NM  C     40         PURCHOFFGEO-NAME
800000 FIPS-ST   C     20         STATELOC
810000 AREA-NM   C     20         CTRYPERFFIPS-ST
       CMANFNM   C     20        CTRYMANFFIPS-ST
830000 PROC-NM   C     40         PROCCODE
840000 END                                 189      40
READY
```

APPENDIX E

USIA's Exchange Visitor Information System (EVIS)

File Description and Record Format

IA-946 12/76
(Rev.)

U. S. INFORMATION AGENCY
FILE DESCRIPTION AND RECORD FORMAT

I. FILE CHARACTERISTICS: PAGE 1 OF 3

APPLICATION: EVIS System

ANALYST: Paul Courter DATE Aug. 2, 1978 DATA FILE ID. 27WORK1

NAME: EVIS Work File

LEVELS OF INDEX N/A INDEX MEMORY SPACE N/A INDEX FILE ID N/A

MEDIUM: TYPE DATING

ORGANIZATION: NULLS/DATA BLOCK NONE CHAINED? NO

PEAK VOLUME OVERFLOW VOLUME NONE

FILES USED IN PROGRAM(S):

FILE CREATION PROGRAM

II. RECORD FORMAT:

ITEM NUMBER	DATA ELEMENT NAME	FIELD LOCATION MSD	LENGTH IN BYTES	NUMBER OF CHARACTERS	TYPE OF CHARACTERS*	KEY**	COMMENTS
1	NAME	1	30	30	X		
2	SEX	31	1	1	X		
3	FORM PURPOSE	32	1	1	X		
4	BIRTHDATE	33	6	6	X		
5	COUNTRY	39	2	2	X		
6	POSITION	41	3	3	X		
7	PROGRAM SPONSOR	44	6	6	X		
8	BEGINNING MONTH	50	2	2	X		
9	BEGINNING DAY	52	2	2	X		
10	BEGINNING YEAR	54	2	2	X		
11	DEPARTURE MONTH	56	2	2	X		
12	DEPARTURE DAY	58	2	2	X		

* B = BINARY D = SIGNED DECIMAL
H = HEXIDECIMAL K = UNSIGNED PACKED DECIMAL
F = SIGNED PACKED DECIMAL U = UNSIGNED DECIMAL
X = ASCII, 64 - CHAR. SUBSET DT = TRAILING SIGNED DECIMAL

RECORD LENGTH

BLOCK FACTOR PHYSICAL LENGTH
BLOCKS/BUCKET

** MAJOR SEQUENCE IS IDENTIFIED BY 1. ASCENDING NUMBERS IDENTIFY OTHER SEQUENCE FIELDS IN ORDER OF SIGNIFICANCE.
A = ASCENDING; D = DESCENDING

IA-946 12/76
(Rev.)

U. S. INFORMATION AGENCY
FILE DESCRIPTION AND RECORD FORMAT

I. FILE CHARACTERISTICS: PAGE 2 OF 3

APPLICATION: EVIS System

ANALYST: ______ DATE ______ DATA FILE ID. 27WORK1

NAME: ______

LEVELS OF INDEX ______ INDEX MEMORY SPACE ______ INDEX FILE ID ______

MEDIUM: ______ TYPE DATING ______

ORGANIZATION: ______ NULLS/DATA BLOCK ______ CHAINED? ______

PEAK VOLUME ______ OVERFLOW VOLUME ______

FILES USED IN PROGRAM(S): ______

______ FILE CREATION PROGRAM ______

II. RECORD FORMAT:

ITEM NUMBER	DATA ELEMENT NAME	FIELD LOCATION MSD	LENGTH IN BYTES	NUMBER OF CHARACTERS	TYPE OF CHARACTERS*	KEY**	COMMENTS
13	DEPARTURE YEAR	60	2	2	X		
14	VISITOR CATEGORY	62	1	1	X		
15	SUBJECT FIELD	63	4	4	X		
16	PS FUND	67	5	5	X		
17	USG1 CODE	72	5	5	X		
18	USG1 FUND	77	5	5	X		
19	USG2 CODE	82	5	5	X		
20	USG2 FUND	87	5	5	X		
21	IO1 CODE	92	6	6	X		
22	IO1 FUND	98	5	5	X		
23	IO2 CODE	103	5	5	X		
24	IO2 FUND	108	5	5	X		

* B = BINARY D = SIGNED DECIMAL
H = HEXIDECIMAL K = UNSIGNED PACKED DECIMAL
P = SIGNED PACKED DECIMAL U = UNSIGNED DECIMAL
X = ASCII, 64 - CHAR. SUBSET DT = TRAILING SIGNED DECIMAL

RECORD LENGTH ______

BLOCK FACTOR ______ PHYSICAL LENGTH ______

BLOCKS/BUCKET ______

** MAJOR SEQUENCE IS IDENTIFIED BY 1. ASCENDING NUMBERS IDENTIFY OTHER SEQUENCE FIELDS IN ORDER OF SIGNIFICANCE.
A - ASCENDING; D - DESCENDING

IA-946 12/76
(Rev.)

U. S. INFORMATION AGENCY
FILE DESCRIPTION AND RECORD FORMAT

I. FILE CHARACTERISTICS:

APPLICATION: EVIS System

ANALYST: ____ DATE ____ DATA FILE ID. 27WORK1

NAME: ____

LEVELS OF INDEX ____ INDEX MEMORY SPACE ____ INDEX FILE ID ____

MEDIUM: ____ TYPE DATING ____

ORGANIZATION: ____ NULLS/DATA BLOCK ____ CHAINED? ____

PEAK VOLUME ____ OVERFLOW VOLUME ____

FILES USED IN PROGRAM(S): ____

FILE CREATION PROGRAM ____

II. RECORD FORMAT:

ITEM NUMBER	DATA ELEMENT NAME	FIELD LOCATION MSD	FIELD LOCATION LENGTH IN BYTES	NUMBER OF CHARACTERS	TYPE OF CHARACTERS*	KEY**	COMMENTS
25	FG FUND	113	5	5	X		
26	BNC FUND	118	5	5	X		
27	OTHER FUND	123	5	5	X		
28	PER FUND	128	5	5	X		
29	ACTION DATE	133	6	6	X		
30	SEC 212E	139	4	4	X		
31	PROGRAM YEAR	143	2	2	X		
32	AREA	145	3	3	X		
33	DURATION	148	3	3	X		
34	DOCID	151	8	8	X		
35	SORKEY	159	10	10	X		

RECORD LENGTH 168

BLOCK FACTOR 7 PHYSICAL LENGTH 1176

BLOCKS/BUCKET ____

* B = BINARY D = SIGNED DECIMAL
H = HEXIDECIMAL K = UNSIGNED PACKED DECIMAL
P = SIGNED PACKED DECIMAL U = UNSIGNED DECIMAL
X = ASCII, 64 - CHAR. SUBSET DT = TRAILING SIGNED DECIMAL

** MAJOR SEQUENCE IS IDENTIFIED BY 1. ASCENDING NUMBERS IDENTIFY OTHER SEQUENCE FIELDS IN ORDER OF SIGNIFICANCE.
A = ASCENDING; D = DESCENDING

APPENDIX F

INS' Non-Immigrant Information System (NIIS)

I-94 Arrival/Departure Document

)4 IMMIGRATION AND NATURALIZATION SERVICE ARRIVAL/DEPARTURE RECORD

Form Approved OMB No. 1115-077 Expires 8-31-85

WELCOME TO THE UNITED STATES

INSTRUCTIONS

.LL PERSONS EXCEPT U.S. CITIZENS MUST COMPLETE THIS FORM. SEPARATE FORM MUST BE COMPLETED FOR EACH PERSON IN YOUR ;ROUP.

YPE OR PRINT LEGIBLY WITH PEN IN ALL CAPITAL LETTERS. USE NGLISH. DO NOT WRITE ON THE BACK OF THIS FORM.

his form is in two parts, an ARRIVAL RECORD (Items 1 through 7), and a DEPAR-URE RECORD (Items 8 through 10). *You must complete both parts.* Enter exactly ie same information in spaces 8, 9, and 10 as you enter in spaces 1, 2, and 3.

Item 7. If you entered the United States by land, enter "LAND" in this space.

/HEN YOU HAVE COMPLETED ALL REQUIRED ITEMS, PRESENT THIS ORM TO THE U.S. IMMIGRATION AND NATURALIZATION INSPECTOR.

MISSION NUMBER
)5-00000429

I-94 ARRIVAL RECORD
(Rev. 1-1-83)N

FAMILY NAME (SURNAME) *(leave one space between names)*

FIRST (GIVEN) NAME *(do not enter middle name)*

DATE OF BIRTH
DAY | MO. | YR.

3. COUNTRY OF CITIZENSHIP

4. COUNTRY OF RESIDENCE *(country where you live)*

ADDRESS WHILE IN THE UNITED STATES *(Number and Street)*

City *State*

CITY WHERE VISA WAS ISSUED

7. AIRLINE & FLIGHT NO. OR SHIP NAME*

THIS FORM IS REQUIRED BY THE IMMIGRATION AND NATURALIZATION SERVICE, UNITED STATES DEPARTMENT OF JUSTICE.

WARNING
- A nonimmigrant who accepts unauthorized employment is subject to deportation.

IMPORTANT
- Retain this permit in your possession; you must surrender it when you leave the U.S. Failure to do so may delay your entry into the U.S. in the future.

ADMISSION NUMBER
995-00000429

8. FAMILY NAME (SURNAME) *(same as Family Name in Item 1 above)*

FIRST (GIVEN) NAME *(same as First Name in Item 1 above)*

9. DATE OF BIRTH *(same as Item 2)*
DAY | MO. | YR.

10. COUNTRY OF CITIZENSHIP *(same as Item 3 above)*

SEE REVERSE SIDE FOR OTHER IMPORTANT INFORMATION

U.S. IMMIGRATION AND NATURALIZATION SERVICE

I-94 DEPARTURE RECORD
(Rev. 1-1-83)N

STAPLE HERE

THIS SIDE FOR GOVERNMENT USE ONLY

(DO NOT WRITE BELOW THIS LINE)

INSPECTION

NAME ____

II NUMBER ____ DATE/TIME REFERRED ____

REASON REFERRED ____

SECONDARY INSPECTION

II NUMBER ____ END TIME SECONDARY ____

DISPOSITION ____

11. OCCUPATION

12. SCHOOL

13. ITINERARY

14. PETITION NUMBER

15. INS FILE NO.
A:

16. WAIVERS

IMPORTANT NOTICE

- You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from immigration authorities, is a violation of law.

SURRENDER THIS PERMIT WHEN YOU LEAVE THE UNITED STATES.

- *By sea or air,* to transportation line.
- *Over Canadian border,* to Canadian Official.
- *Over Mexican border,* at the designated location.

RECORD OF CHANGES

DEPARTURE RECORD

Port:

Date:

Carrier:

Flight No./Ship Name

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C. 20402

APPENDIX G

FIELD DERIVATION SPECIFICATIONS

FOR DATA BASE CONVERSION

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FIELD DERIVATION SPECIFICATIONS

FOR DATA BASE CONVERSION

NEW FIELD NUMBER	NEW DATA BASE FIELD	SOURCE FIELD
1	CONFIRMATION CABLE DATE	Not available, ignore.
2	CONFIRMED RETURN DATE	Not available, ignore.
3	CONTRACTOR CODE	From Contractor Extract File. See Section 8.8.1.
4	COOPERATING COUNTRY CODE	CTRYCODE
5	COUNTRY OF BIRTH CODE	Not available, ignore.
6	COUNTRY OF TRAINING CODE	If DECCODE if third country, or third country contract, country of training is not available, else use country code of U.S.
7	DATE OF BIRTH	Not available, ignore.
8	DEGREE ACHIEVED CODE	DEGOBJ, if current date > TERMDTE.
9	DEGREE OBJECTIVE CODE	DEGOBJ, however, convert from current new code structure.
10	DEPARTURE DATE	TERMDTE
11	DOCUMENTS ATTACHED	Not available, ignore.
12	FACILITY CODE	FACCODE
13	FACILITY END DATE	FACENDDT
14	FACILITY START DATE	FACSTDTE
15	FAMILY NAME	PARTNAME Reformat PARTNAME into three parts (to include New Field Numbers 19 and 30 below).
16	FIELD OF TRAINING CODE	TECHATCD
17	FILE CONTROL NUMBER	System generated.
18	FINAL PROGRAM STATUS	Not available, ignore.
19	FIRST NAME	See New Field Number 15 above.
20	FUTURE OCCUPATION CODE	Not available, ignore.
21	IAP66A ACTION DATE	Not available, ignore.
22	IAP66A CONTROL NUMBER	Not available, ignore.
23	IAP66A PURPOSE OF FORM CODE	Not available, ignore.
24	INS INDICATOR	Not available, ignore.

2B

FIELD DERIVATION SPECIFICATIONS
FOR DATA BASE CONVERSION

NEW FIELD NUMBER	NEW DATA BASE FIELD	SOURCE FIELD
25	INSURANCE ENTITLEMENT END DATE	TERMDTE if available, else ESTCMPDT.
26	INSURANCE ENTITLEMENT INDICATOR	If DOCCODE is F, H or K set to 'Not Required', else if DOCCODE is R set to 'Unknown', else set to 'Required'.
27	INSURANCE ENTITLEMENT START DATE	ONBRDDTE
28	I-94 ADMISSION NUMBER	Not available, ignore.
29	MAJOR COURSE OF STUDY CODE	MAJSTUDY
30	MIDDLE NAME	See New Field Number 19.
31	NONRETURNEE STATUS	Not available, ignore.
32	ONBOARD DATE	ONBRDDTE
33	PARTICIPANT NUMBER	PARTNBR
34	PARTICIPANT RECORD INDICATOR	ACTIVESW
35	PD ISSUANCE DATE	Not available, ignore.
36	PIO/P FUNDING AMOUNT	Get these fields from FM's PPS data base. However, if the record has been deleted from the PPS, use the PTIS PIOPNBR.
37	PIO/P FUNDING DURATION	
38	PIO/P ISSUANCE DATE	
39	PIO/P NUMBER	
40	PROGRAM AGENCY ID	If CONTAGCD = P then CONTAGNM contains the program agency name. See Section 8.8.3.
41	PROGRAM COMPLETION DATE	ESTCMPDT
42	PROGRAMMER ID CODE	This field comes from DTSFNAME after the programmer ID codes have been agreed upon. See Section 8.8.3.
43	PROJECT NUMBER	Derive from Contractor Extract Data Base. See Section 8.8.1
44	RECORD CREATION DATE	CREATEDT
45	REQUESTED START DATE	ONBRDDTE
46	SEX	SEX
47	TIP CABLE DATE	Not available, ignore.
48	TRAINING ARRANGEMENT CODE	DOCCODE

FIELD DERIVATION SPECIFICATIONS

FOR DATA BASE CONVERSION

NEW FIELD NUMBER	NEW DATA BASE FIELD	SOURCE FIELD
49	TYPE SOURCE DOCUMENT	Supply a value which will indicate the entire record origniated with this data base conversion. This will be the first repeat.
50	TYPE TRAINING	If DEGOBJ is 'Technical', convert to appropriate technical value, else to 'Academic' value.
51	UPDATE DATE	Use the file conversion (current) date. This will be the first repeat.
52	VISA FROM DATE	Not available, ignore.
53	VISA MATCH SOURCE	Not available, ignore.
54	VISA TO DATE	Not available, ignore.

APPENDIX H

RECOMMENDED HANDBOOK 10 CHANGES

SUGGESTED HANDBOOK 10 REVISIONS

Handbook 10 Chapter	
4 - Functions Performed Overseas	Paragraph 4E-2 should discuss use of the PD form.
5 - Functions Performed by AID/W	Include a discussion or reference to AID/OIT's role in participant information management and its role in the function of maintaining the automated data base. Stress the fact that performance of this function depends upon the full cooperation of the missions, contractors and program agencies.
6 - Training Under Contract Arrangements	Paragraph 6C-2C should be revised to reflect using the PD versus HAC cards for AID insurance coverage. Paragraphs 6C-2F (which discusses unfunded record copies of PIOPs) and 6C-2G (which discusses the Monthly Contract Report, AID 1380-9) should be replaced by a discussion of Contractor Submission of the PD Form. Use of the IAP 66A should be mentioned somewhere in paragraph 6C. Paragraph 6D-4 discusses use of the Monthly Contractor Report in relation to Host Country Contracts. Paragraph 6D-5 discusses the HAC card for Host Country Contract participants. Both paragraphs should be replaced by an explanation of use of the PD Form for Host Country Contract participants. The sample AID 1380-9 form should be removed from Chapter 6.
7 - Third Country Training	Paragraph 7M should outline

	Third Country Training Reporting Requirements, i.e., use of the PD form for both directly administered and contract administered Third Country Training.
9 - Independently Funded Participants	A Section should be added which defines the use of the PD Form.
11 - Documentation for Non-Contract Participants	A section should be added which discusses the IAP 66A requirement.
14 - Visa Requirements	A discussion on the use of the IAP 66A as a PTIS source document should be added.
15 - Participant Travel	Paragraphs 15F (Return Travel - Departure Notice system) and/or 15G (Stayovers and Stopovers) should be amended to: 1) include the new stipulation that program agencies and contractors must contact the mission to verify the participant's return and report this information to OIT on the PD form, and 2) describe the INS interface which will obtain INS departure information on each participant.
19 - Arrival and Orientation in the United States	Paragraph 19C should include mention of the necessity for obtaining each participant's I-94 Admission Number and reporting it to OIT. Also mention the utility of the serial number on the participants PD, i.e. insurance.
23 - Health and Accident Coverage	Replace the Paragraph 23B-1-c reference to the HAC Enrollment Card with a reference to the PD Form requirement. Delete the sample HAC Enrollment Card (Attachment 23A).

27 - Program Extensions and Transfers	This chapter should discuss the Visa Application Form (IAP 66A) requirements. In regard to contract participants, paragraph 27A-3 should discuss the required PD Form resubmission as well as the IAP 66A extension. In regard to program transfers, Section 27B should discuss the required final PD Form submission.
28 - Nonreturnees	This chapter should emphasize the fact that contractors and program agencies are charged with 1) returning the participant to his home country, 2) verifying the date of return of participants in academic programs with the cooperating mission, and 3) reporting this information to OIT on the final PD Form submission. Also, include a discussion of the INS interface which will demonstrate that IT will obtain INS departure data on each participant. Describe the necessity for obtaining and reporting to IT the I-94 Admission number of each participant. Describe the OIT - mission communication via the Nonreturnee Status Report.

29 - Reports	Substitute the current content of Chapter 29 with the suggested Information System Description discussed above in Section 7.4. Change the Chapter title to accurately describe its content. Distribute copies of this chapter, printed in brochure or booklet form, to missions, contractors and program agents.