

| DATA ITEM DESCRIPTION | | | Form Approved OMB No. 0704-01 | |
|---|--|--|----------------------------------|--------------------------|
| 2 TITLE Data Dictionary Directory Metadata Product | | 1 IDENTIFICATION NUMBER DI-IPSC-80423 | | |
| 3. DESCRIPTION / PURPOSE 3.1 This Data Item Description (DID) provides a generic definition of the metadata exchange between data dictionaries. 3.2 The Data Dictionary Directory Metadata Product is used by the government to provide a standard format for the exchange of information between data dictionaries. | | | | |
| 4 APPROVAL DATE (YYMMDD) 870817 | 5 OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/AFLC-SCT | 6a. DTIC REQUIRED | 6b. GIDEP REQUIRED | |
| 7. APPLICATION / INTERRELATIONSHIP 7.1 This Data Item Description contains the format and content preparation instructions for the data product generated by the specific and discrete ta requirement for the data as delineated in the contract. 7.2 This DID may be applied during any development phase to acquire the Data Dictionary Directory Metadata Product. | | | | |
| 8 APPROVAL LIMITATION | | 9a. APPLICABLE FORMS | | 9b. AMSC NUMBER F4195 |
| 10. PREPARATION INSTRUCTIONS 10.1 <u>Content and Format.</u> The Data Dictionary Directory Metadata Product shall be in tape and hardcopy format containing metadata about data element group items, records, files, data bases, processes, output products and relationships among these entities. 10.2 <u>Basic Output Format.</u> The Data Dictionary Directory Metadata Product shall require both hardcopy and magnetic tape output. 10.2.1 <u>Hardcopy Format.</u> No specific hardcopy formats are mandatory. All formats used must be appropriate and clearly comprehensible. 10.2.2 <u>Tape Format.</u> Specific tape formats are necessary. The record requirements in the following paragraphs provide the specific formats. | | | | |
| Continued on Page | | | | |
| 11 DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited. | | | | |

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10. PREPARATION INSTRUCTIONS (Continued).

10.2.2.1 METADATA TRANSFER FILE.

A STORAGE MEDIA : NINE TRACK TAPE
B FREQUENCY : OTHER
C SENDING COMPUTER : (TO BE DETERMINED)
D RECEIVING COMPUTER : IBM 4341
E RETENTION : 6 MONTHS
F FILE TYPE : SEQUENTIAL
G RECORD LENGTH : SEE ATTACHED RECORD LAYOUTS
H BLOCK TYPE : VARIABLE NUMBER OF RECORDS
I RECORD TYPE : (TO BE DETERMINED)
J SEQUENCE OR KEY : (TO BE DETERMINED)
K SECURITY CLASS : UNCLASSIFIED
L PRIVACY : N/A
M EST VOL OF RECORDS : (TO BE DETERMINED)
N CHARACTER SET : (TO BE DETERMINED)
O COLLATING SEQUENCE : (TO BE DETERMINED)
P INTERNAL LABEL : OMITTED
Q TAPE CONFIGURATION : NOT APPLICABLE
R MODE : (TO BE DETERMINED)
S LABEL TYPE : LABEL OMITTED
T DENSITY : (TO BE DETERMINED)
U BLOCKING FACTOR : (TO BE DETERMINED)
V PADDING : NO PADDING

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10. PREPARATION INSTRUCTIONS (Continued).

10.2.2.2 ELEMENT AND GROUP ATTRIBUTE RECORD.

Record Description: Record Code = A or B. This record is used to supply a format of the element/group records. The element record is identified by a record code of A. The group record is identified with a record code of B. Each element and group attribute record may have a related set of "D" description and comment records. The group attribute record will have an associated set of "R" data relationship records. The data relationship records identify subordinate data element entities (record code A) of the group attribute record.

ELM LVL

| NR | NR | NAME (FIRST 45 CHARS) | LOC-RCD | PIC |
|----|----|--|-----------|--------|
| 1 | 01 | ELEMENT AND GROUP ATTRIBUTE RECORD | | |
| 2 | 03 | RECORD CODE (REQUIRED) | 0001-0001 | A(001) |
| 3 | 03 | ACTION CODE (REQUIRED) | 0002-0002 | X(001) |
| 4 | 03 | MNEMONIC (COMMAND DICTIONARY/DIRECTORY (CD/D) MNEMONIC IF AVAILABLE, ELSE LEAVE BLANK) | 0003-0018 | X(016) |
| 5 | 03 | NAME (REQUIRED) | 0019-0098 | X(080) |
| 6 | 03 | ABBREVIATION (CD/D GENERATED ABBREVIATION IF AVAILABLE, ELSE ENTER PROGRAM ABBREVIATION) | 0099-0128 | X(030) |
| 7 | 03 | SECURITY CLASSIFICATION (REQUIRED) | 0129-0129 | X(001) |
| 8 | 03 | ALIAS (PROGRAM KEY IF MNEMONIC FIELD IS BLANK) | 0130-0209 | X(080) |
| 9 | 03 | STANDARD DATA ELEMENT OR CHAIN IDENT (OPTIONAL) | 0210-0214 | X(005) |
| 10 | 03 | CONTENT TYPE (REQUIRED) | 0215-0219 | A(005) |
| 11 | 03 | CHARACTER TYPE (REQUIRED) | 0220-0221 | 9(002) |
| 12 | 03 | LENGTH (REQUIRED) | 0222-0225 | 9(004) |
| 13 | 03 | PRECISION (REQUIRED FOR ALL NUMERIC ELEMENTS) | 0226-0227 | 9(002) |

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10. PREPARATION INSTRUCTIONS (Continued).

ELM LVL

| NR | NR | NAME (FIRST 45 CHARS) | LOC-RCD | PIC |
|-------|----|----------------------------|-----------|--------|
| ----- | | | | |
| 14 | 03 | LENGTH FORMAT (REQUIRED) | 0228-0235 | A(008) |
| 15 | 03 | LOWER LIMIT (OPTIONAL) | 0236-0253 | X(018) |
| 16 | 03 | UPPER LIMIT (OPTIONAL) | 0254-0271 | X(018) |
| 17 | 03 | UNIT OF MEASURE (OPTIONAL) | 0272-0301 | X(030) |
| 18 | 03 | SCALE (OPTIONAL) | 0302-0303 | 9(002) |
| 19 | 03 | DEFAULT ENTRY (OPTIONAL) | 0304-0321 | X(018) |
| 20 | 03 | TABLE TYPE (OPTIONAL) | 0322-0351 | X(030) |
| 21 | 03 | REQUIRED ENTRY (OPTIONAL) | 0352-0354 | A(003) |

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10. PREPARATION INSTRUCTIONS (Continued).

10.2.2.3 RECORD ATTRIBUTE RECORD.

Record Description: Record Code = C. This record is used to supply a format of the "record" record. This record is identified by a record code of C. Each record attribute record may have a related set of "D" description and comment records. It will have a set of "R" data relationship records. The data relationship records identify subordinate group and data elements entities (record codes B/A) of the record attribute record.

ELM LVL

| NR | NR | NAME (FIRST 45 CHARS) | LOC-RCD | PIC |
|-------|----|--|-----------|--------|
| ----- | | | | |
| 1 | 01 | RECORD ATTRIBUTE RECORD | | |
| 2 | 03 | RECORD CODE (REQUIRED) | 0001-0001 | A(001) |
| 3 | 03 | ACTION CODE (REQUIRED) | 0002-0002 | X(001) |
| 4 | 03 | MNEMONIC (CD/D MNEMONIC IF AVAILABLE, ELSE LEAVE BLANK) | 0003-0018 | X(016) |
| 5 | 03 | NAME (REQUIRED) | 0019-0098 | X(080) |
| 6 | 03 | ABBREVIATION (CD/D GENERATED ABBREVIATION IF AVAILABLE, ELSE ENTER PROGRAM ABBREVIATION) | 0099-0128 | X(030) |
| 7 | 03 | SECURITY CLASSIFICATION (REQUIRED) | 0129-0129 | X(001) |
| 8 | 03 | ALIAS (PROGRAM KEY IF MNEMONIC FIELD IS BLANK) | 0130-0209 | X(080) |

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10. PREPARATION INSTRUCTIONS (Continued).

10.2.2.4 DESCRIPTION AND COMMENTS RECORD.

Record Description Record Code = D. This record provides a place for the description and comment lines to be represented in a format. There will be multiple occurrences of this record until all the description/comment lines are written. The description record is identified with a record code of D. The description and comments record(s) must appear sequentially after the element and group, record, file or data base record being described. Fifty-four positions per record are available for text--break at a full word.

ELM LVL

| NR | NR | NAME (FIRST 45 CHARS) | LOC-RCD | PIC |
|-------|----|--|-----------|--------|
| ----- | | | | |
| 1 | 01 | DESCRIPTION AND COMMENTS RECORD | | |
| 2 | 03 | RECORD CODE (REQUIRED) | 0001-0001 | A(001) |
| 3 | 03 | MNEMONIC (CD/D MNEMONIC OF PARENT ENTITY IF AVAILABLE, ELSE ENTER PROGRAM KEY) | 0002-0017 | X(016) |
| 4 | 03 | DESCRIPTION (REQUIRED) | 0018-0071 | X(054) |

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10. PREPARATION INSTRUCTIONS (Continued).

10.2.2.5 FILE ATTRIBUTE RECORD.

Record Description: Record Code = E. This record is used to supply a format of the file record. This record type is identified by a record code of E. Each file attribute record may have a related set of "D" description and comment records. It should have a set of "R" data relationship records. The data relationship records identify subordinate record attribute records (record code C) of the file attribute record.

ELM LVL

| NR | NR | NAME (FIRST 45 CHARS) | LOC-RCD | PIC |
|----|----|--|-----------|--------|
| 1 | 01 | FILE ATTRIBUTE RECORD | | |
| 2 | 03 | RECORD CODE (REQUIRED) | 0001-0001 | A(001) |
| 3 | 03 | ACTION CODE (REQUIRED) | 0002-0002 | X(001) |
| 4 | 03 | MNEMONIC (CD/D MNEMONIC IF AVAILABLE, ELSE LEAVE BLANK) | 0003-0018 | X(016) |
| 5 | 03 | NAME (REQUIRED) | 0019-0098 | X(080) |
| 6 | 03 | ABBREVIATION (CD/D GENERATED ABBREVIATION IF AVAILABLE, ELSE ENTER PROGRAM ABBREVIATION) | 0099-0128 | X(030) |
| 7 | 03 | SECURITY CLASSIFICATION (REQUIRED) | 0129-0129 | X(001) |
| 8 | 03 | ALIAS (PROGRAM KEY IF MNEUMONIC FIELD IS BLANK) | 0130-0209 | X(080) |
| 9 | 03 | STORAGE MEDIA (OPTIONAL) | 0210-0210 | X(001) |
| 10 | 03 | FREQUENCY (OPTIONAL) | 0211-0212 | X(002) |
| 11 | 03 | SENDING COMPUTER (OPTIONAL) | 0213-0213 | X(001) |
| 12 | 03 | RETENTION AMOUNT (OPTIONAL) | 0214-0215 | 9(002) |
| 13 | 03 | RETENTION TYPE (OPTIONAL) | 0216-0216 | A(001) |
| 14 | 03 | FILE TYPE (OPTIONAL) | 0217-0217 | A(001) |
| 15 | 03 | BLOCK TYPE (OPTIONAL) | 0218-0218 | X(001) |

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10. PREPARATION INSTRUCTIONS (Continued).

ELM LVL

| NR | NR | NAME (FIRST 45 CHARS) | LOC-RCD | PIC |
|-----|-----|-------------------------------|-----------|--------|
| --- | --- | ----- | ----- | ----- |
| 16 | 03 | RECORD TYPE (OPTIONAL) | 0219-0220 | X(002) |
| 17 | 03 | SEQUENCE OR KEY (OPTIONAL) | 0221-0230 | 9(010) |
| 18 | 03 | PRIVACY (REQUIRED) | 0231-0233 | X(003) |
| 19 | 03 | VOLUME OF RECORDS (OPTIONAL) | 0234-0237 | 9(004) |
| 20 | 03 | CHARACTER SET (OPTIONAL) | 0238-0238 | X(001) |
| 21 | 03 | COLLATING SEQUENCE (OPTIONAL) | 0239-0239 | X(001) |
| 22 | 03 | INTERNAL LABEL (OPTIONAL) | 0240-0240 | X(001) |
| 23 | 03 | TAPE CONFIGURATION (OPTIONAL) | 0241-0241 | 9(001) |
| 24 | 03 | MODE (OPTIONAL) | 0242-0242 | X(001) |
| 25 | 03 | LABEL TYPE (OPTIONAL) | 0243-0243 | X(001) |
| 26 | 03 | DENSITY (OPTIONAL) | 0244-0244 | A(001) |
| 27 | 03 | BLOCKING FACTOR (OPTIONAL) | 0245-0247 | 9(003) |
| 28 | 03 | PADDING (OPTIONAL) | 0248-0248 | 9(001) |
| 29 | 03 | PRINT CODE (OPTIONAL) | 0249-0249 | X(001) |
| 30 | 03 | DUMP NAME (OPTIONAL) | 0250-0256 | X(007) |

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10. PREPARATION INSTRUCTIONS (Continued).

10.2.2.6 DATA BASE ATTRIBUTE RECORD.

Record Description: Record Code = F. This record is used to supply a format of the data base record. This record type is identified by a record code of F.

ELM LVL

| NR | NR | NAME (FIRST 45 CHARS) | LOC-RCD | PIC |
|----|----|--|-----------|--------|
| 1 | 01 | DATA BASE ATTRIBUTE RECORD | | |
| 2 | 03 | RECORD CODE (REQUIRED) | 0001-0001 | A(001) |
| 3 | 03 | ACTION CODE (REQUIRED) | 0002-0002 | X(001) |
| 4 | 03 | MNEMONIC (CD/D MNEMONIC IF AVAILABLE, ELSE LEAVE BLANK) | 0003-0018 | X(016) |
| 5 | 03 | NAME (REQUIRED) | 0019-0098 | X(080) |
| 6 | 03 | ABBREVIATION (CD/D GENERATED ABBREVIATION IF AVAILABLE, ELSE ENTER PROGRAM ABBREVIATION) | 0099-0128 | X(030) |
| 7 | 03 | SECURITY CLASSIFICATION (REQUIRED) | 0129-0129 | X(001) |
| 8 | 03 | ALIAS (PROGRAM KEY IF MNEMONIC FIELD IS BLANK) | 0130-0209 | X(080) |

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10. PREPARATION INSTRUCTIONS (Continued).

10.2.2.7 DATA RELATIONSHIP RECORD.

Record Description: Record Code = R. This record is repeated for each occurrence of a related entity, which is subordinate to the entity identified by the first mnemonic. This record type is identified by a record code of R. All data relationship records should be grouped together following all the element and group, record, file and data base records. The order of the data relationship records is important only when maintaining the order in which data elements or groups appear in a record, group, or output product.

ELM LVL

| NR | NR | NAME (FIRST 45 CHARS) | LOC-RCD | PIC |
|-----|-----|---|-----------|--------|
| --- | --- | ----- | ----- | ----- |
| 1 | 01 | DATA RELATIONSHIP RECORD | | |
| 2 | 03 | RECORD CODE (REQUIRED) | 0001-0001 | A(001) |
| 3 | 03 | ACTION CODE (REQUIRED) | 0002-0002 | X(001) |
| 4 | 03 | MNEMONIC (CD/D MNEMONIC OF PARENT ENTITY IF AVAILABLE, ELSE ENTER PROGRAM KEY) | 0003-0018 | X(016) |
| 5 | 03 | MNEMONIC (CD/D MNEMONIC OF SUBORDINATE ENTITY IF AVAILABLE, ELSE ENTER PROGRAM KEY) | 0019-0034 | X(016) |
| 6 | 03 | REDEFINES (IF NECESSARY) | 0035-0050 | X(016) |
| 7 | 03 | USAGE (IF NECESSARY) | 0051-0056 | X(006) |
| 8 | 03 | OCCURS (IF NECESSARY) | 0057-0058 | 9(002) |
| 9 | 03 | BEFORE FILLER (IF NECESSARY) | 0059-0061 | 9(003) |
| 10 | 03 | AFTER FILLER (IF NECESSARY) | 0062-0064 | 9(003) |

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10. PREPARATION INSTRUCTIONS (Continued).

10.2.2.8 PROCESS ATTRIBUTE RECORD.

Record Description: Record Code = G. This record is used to supply a format of the process record. This record type is identified by a record code of G. Each process attribute record has a related set of "D" description and comment records as well as a set of "R" data relationship records. The data relationship records identify subordinate file and data base attribute records (record code E/F) of the process attribute record.

ELM LVL

| NR | NR | NAME (FIRST 45 CHARS) | LOC-RCD | PIC |
|-----|-----|--|-----------|--------|
| --- | --- | ----- | ----- | ----- |
| 1 | 01 | PROGRAM ATTRIBUTE RECORD | | |
| 2 | 03 | RECORD CODE (REQUIRED) | 0001-0001 | A(001) |
| 3 | 03 | ACTION CODE (REQUIRED) | 0002-0002 | X(001) |
| 4 | 03 | MNEMONIC (CD/D MNEMONIC IF AVAILABLE, ELSE LEAVE BLANK) | 0003-0018 | X(016) |
| 5 | 03 | NAME (REQUIRED) | 0019-0098 | X(080) |
| 6 | 03 | ABBREVIATION (CD/D GENERATED ABBREVIATION IF AVAILABLE, ELSE ENTER PROGRAM ABBREVIATION) | 0099-0128 | X(030) |
| 7 | 03 | SECURITY CLASSIFICATION (REQUIRED) | 0129-0129 | X(001) |
| 8 | 03 | ALIAS (PROGRAM KEY IF MNEMONIC FIELD IS BLANK) | 0130-0209 | X(080) |

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10. PREPARATION INSTRUCTIONS (Continued).

10.2.2.9 OUTPUT PRODUCT ATTRIBUTE RECORD.

Record Description: Record Code = H or I. This record is used to supply a format of the report/screen output product records. The report output product record is identified by a record code of H. The screen output product record is identified by a record code of I. Each report/screen output product attribute record has a related set of "D" description and comment records as well as a set of "R" data relationship records. The data relationship records identify subordinate group and data element entities (record code B/A) of the report/screen output product attribute record.

ELM LVL

| NR | NR NAME (FIRST 45 CHARS) | LOC-RCD | PIC |
|----|---|-----------|--------|
| 1 | 01 OUTPUT REPORT ATTRIBUTE RECORD | | |
| 2 | 03 RECORD CODE (REQUIRED) | 0001-0001 | A(001) |
| 3 | 03 ACTION CODE (REQUIRED) | 0002-0002 | X(001) |
| 4 | 03 MNEMONIC (CD/D MNEMONIC IF AVAILABLE, ELSE LEAVE BLANK) | 0003-0018 | X(016) |
| 5 | 03 NAME (REQUIRED) | 0019-0098 | X(080) |
| 6 | 03 ABBREVIATION (CD/D GENERATED ABBREVIATION IF AVAILABLE, ELSE ENTER PROGRAM ABBREVIATION) | 0099-0128 | X(030) |
| 7 | 03 SECURITY CLASSIFICATION (REQUIRED) | 0129-0129 | X(001) |
| 8 | 03 ALIAS (PROGRAM KEY IF MNEMONIC FIELD IS BLANK) | 0130-0209 | X(080) |
| 9 | 03 PRODUCT CONTROL NUMBER (REQUIRED FOR TYPE H RECORDS) | 0210-0229 | X(020) |

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10. PREPARATION INSTRUCTIONS (Continued).

10.3 GLOSSARY.

The glossary serves to further describe the terms used in paragraph 10.2.2, Tape Format.

10.3.1 ABBREVIATION. A shortened form or acronym that is generally used in place of the name of the entity.

10.3.2 ACTION CODE. 1-position code to indicate the action to be taken.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|------------------|
| A | ADD A RECORD |
| C | CHANGE A RECORD |
| D | DELETE A RECORD |

10.3.3 AFTER FILLER. In a Cobol data description, the number of characters in a record after a field that are not used.

10.3.4 ALIAS. An alternate name commonly used to refer to an entity.

10.3.5 BEFORE FILLER. In a Cobol data description, the number of characters in a record before a field that are not used.

10.3.6 BLOCK TYPE. The grouping of records to increase efficiency of transfer between memory and storage.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|----------------------------|
| C | FIXED NUMBER OF CHARACTERS |
| K | FIXED NUMBER OF RECORDS |
| V | VARIABLE NUMBER OF RECORDS |

10.3.7 BLOCKING FACTOR. Identifies the number of records or characters contained in a normal block.

10.3.8 CD/D (COMMAND DICTIONARY/DIRECTORY SYSTEM). The AFCLC Data Dictionary/Directory system is the primary tool for the implementation and maintenance of standards for data and the identification of data redundancy within and among systems.

10.3.9 CHARACTER SET. Describes the internal representation of characters.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|------------------|
| A | ASCII |
| E | EBCDIC |

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10. PREPARATION INSTRUCTIONS (Continued).

10.3.10 CHARACTER TYPE. The property of a data item that distinguishes between alphabetic, alphanumeric, numeric, and signed numeric fields.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|------------------|
| 1 | ALPHABETIC |
| 2 | ALPHANUMERIC |
| 3 | NUMERIC |
| 4 | SIGNED NUMERIC |

10.3.11 COLLATING SEQUENCE. The sequence in which computer characters are ordered.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|------------------|
| A | ASCII |
| E | EBCDIC |

10.3.12 CONTENT TYPE (aka CLASS WORD). A word (CODE, DATE, OTHER, TEXT, VALUE) used to identify and describe a general purpose or use of a data element or group item. The class word is used to subdivide all data elements and group items into a small number of categories to facilitate searching for and finding one or more elements or groups. The class word gathers like items together and excludes unlike items from the search.

10.3.13 DD/DS (DATA DICTIONARY/DIRECTORY SYSTEM). A centralized repository of definitive information concerning the data relevant to an organization, including characteristics, relationships, usages and responsibilities.

10.3.14 DEFAULT ENTRY. The choice among exclusive alternatives made by the system when no explicit choice is specified by the user.

10.3.15 DENSITY. The number of bits per inch.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|------------------|
| 6 | 1600 BPI |
| 9 | 6250 BPI |

10.3.16 DESCRIPTION. One or more official, narrative statements used to give a mental image of a thing or to convey its meaning. A statement of the properties of a thing, or its relation to other things, which serves to identify it.

10.3.17 DUMP FILE. The actual value given for this file.

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10. PREPARATION INSTRUCTIONS (Continued).

10.3.18 FILE TYPE. One-position code used to identify the type of file.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|--------------------|
| A | ACTUAL KEY |
| D | DIRECT |
| I | INDEXED SEQUENTIAL |
| R | RELATIVE |
| S | SEQUENTIAL |
| T | STANDARD |

10.3.19 FREQUENCY. Indicates the time period for the number of repetitions of a process.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|---------------------|
| A | ANNUAL |
| AR | AS REQUIRED |
| B | WEEKLY/END-OF-MONTH |
| BA | BIANNUAL |
| BM | BIMONTHLY |
| BW | BIWEEKLY |
| D | DAILY |
| F | EVERY 4 WEEKS |
| M | MONTHLY |

10.3.20 INTERNAL LABEL. The actual value given to the label for this file.

10.3.21 LABEL TYPE. Type of label that is written on a file.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|----------------------|
| A | ANSI, STANDARD LABEL |
| I | IBM STANDARD |
| N | NONSTANDARD LABEL |
| O | LABEL OMITTED |
| S | STANDARD |

10.3.22 LENGTH. The maximum number of characters permitted in an attribute.

10.3.23 LENGTH FORMAT. An attribute that denotes whether the entity is of FIXED or VARIABLE length.

10.3.24 LOWER LIMIT. The lowest value permitted for a given entity.

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10. PREPARATION INSTRUCTIONS (Continued).

10.3.25 MNEMONIC. A unique, alphanumeric symbol that is at least partially recognizable as representing the entity within a particular system. It is constructed to facilitate data manipulation and, specifically, communication between the CD/D and other DD/DS.

10.3.26 MODE. The recording mode applies to magnetic tape and disk files. It refers to the magnetic bit codes (or combinations) used to represent a character.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|------------------|
| A | ASCII |
| E | EBCDIC |

10.3.27 NAME. The official label for a data element, group item, record or other item in the data or system resources of AFLC.

10.3.28 OCCURS. The number of times a field is repeated in a Cobol procedure.

10.3.29 PADDING. Indicates whether or not a tape file has padding to fill up the last block.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|------------------|
| 0 | NO PADDING |
| 9 | NINES PADDING |

10.3.30 PRECISION (aka NUMBER OF DECIMAL POSITIONS). The number of digits to the right of the assumed decimal point in numeric or signed numeric data elements. It indicates the degree of precision required of the data element by the user.

10.3.31 PRINT CODE. Indicates the output product.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|------------------|
| C | CARDS |
| O | OTHER |
| P | PRODUCT FILE |

10.3.32 PRIVACY. Indicate whether the file is covered by the Privacy Act of 1974. If covered, enter "YES". If not, enter "NA".

10.3.33 PRODUCT CONTROL NUMBER. A control number assigned by the systems development activity for Automatic Data Processing internal systems control. It is required for predefined/preformatted printed or punched input/output which is not identified by a reports symbol.

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10. PREPARATION INSTRUCTIONS (Continued).

10.3.34 RECORD CODE. One-position code to identify the format of the record.

10.3.35 RECORD TYPE. The type of record in a file.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|------------------------|
| F | FIXED LENGTH |
| R | RECORD MARK |
| V | VARIABLE LENGTH RECORD |

10.3.36 REDEFINES. Assigns an area of computer storage a different name or different attribute or both in a Cobol procedure.

10.3.37 REQUIRED ENTRY. Indicates whether the entity must be entered (YES or NO).

10.3.38 RETENTION AMOUNT. The two-position length of time a given tape file will be kept in the library before being scratched.

10.3.39 RETENTION TYPE. The third position of the retention period which tells how long a tape file will be retained in the library before being scratched.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|------------------|
| C | CYCLES |
| D | DAYS |
| G | GENERATIONS |
| M | MONTHS |
| X | SEE COMMENTS |
| Y | YEARS |

10.3.40 SCALE. A multiplier which is used in converting quantities occurring in the calculation to the actual value.

10.3.41 SECURITY CLASSIFICATION. The protection category assigned to information or material to show the degree of damage which could result from its unauthorized disclosure and indicates the standard of protection required to guard against unauthorized disclosure.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|------------------|
| C | CONFIDENTIAL |
| S | SECRET |
| T | TOP SECRET |
| U | UNCLASSIFIED |

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10. PREPARATION INSTRUCTIONS (Continued).

10.3.42 SENDING COMPUTER. The mainframe on which the sending data system operates.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|----------------------|
| A | AMDAHL 470V |
| B | BURROUGHS B3700 |
| C | CYBER 170/730 |
| D | HONEYWELL DPS8 |
| E | BURROUGHS B3500 |
| F | UNIVAC 418 |
| G | IBM 4381 |
| H | HONEYWELL H716 |
| I | PRIME |
| J | AMDAHL 5800 |
| K | HONEYWELL H6000 |
| M | MAGNUSON M80/53 |
| N | NCR 8575 |
| O | OTHER |
| P | DEC PDP11 |
| Q | HEWLETT PACKARD 3000 |
| R | HEWLETT PACKARD 954 |
| S | SPERRY 1100 |
| T | TANDEM |
| U | UNIVAC 1050 |
| X | TO BE DETERMINED |
| 1 | HARRIS H60 |
| 3 | AS 3000/5000 |
| 4 | IBM 4341 |
| 5 | IBM 3083 |
| 6 | HONEYWELL DPS6 |
| 7 | BURROUGHS B7800 |
| 8 | VAX 11/780 |

10.3.43 SEQUENCE OR KEY. The data elements or record positions that are the key of the file or the sequence of the records.

10.3.44 STANDARD DATA ELEMENT OR CHAIN IDENT. The Standard Identification Description (STID).

10.3.45 STORAGE MEDIA. Any surface (or semiconductor circuitry) for reading and/or writing information in a machine-readable form.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|------------------|
| C | CARD |
| D | DISK |
| 7 | SEVEN TRACK TAPE |
| 9 | NINE TRACK TAPE |

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10. PREPARATION INSTRUCTIONS (Continued).

10.3.46 TABLE TYPE. The word or phrase that constitutes the distinctive designator of the specific authority table containing legal codes used in place of the actual values for a particular entity.

10.3.47 TAPE CONFIGURATION. Identifies the physical characteristics of tapes being read or created.

| <u>CODE</u> | <u>EXPANSION</u> |
|-------------|------------------|
| A | STRANGER |
| B | SYSTEM INTERNAL |
| L | LONG STRANGER |
| O | NOT APPLICABLE |

10.3.48 UNIT OF MEASURE. The scaling or quantifying system used to quantify an entity.

10.3.49 UPPER LIMIT. The highest value permitted for a given entity.

10.3.50 USAGE. The form in which data is to be stored in the Data Division in Cobol Procedures (COMP-1, COMP-2, COMP-3, COMP or blank). Blank means Display Usage.

10.3.51 VOLUME OF RECORDS. Estimated volume of records in a file.