

TITLE VI

NFC SYSTEMS ACCESS PROCEDURES MANUAL

CHAPTER 9

PROPERTY MANAGEMENT INFORMATION SYSTEM

SECTION 3

EQUIPMENT MANAGEMENT INFORMATION SYSTEM

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1. INTRODUCTION

The Equipment Management Information System (EMIS) is a subsystem of the Property Management Information System. EMIS, an online menu-driven program, provides (1) a mechanism to assist agencies in their fleet management activities, including automated tracking of equipment and/or motorized vehicles, and (2) immediate and consistent reporting for internal and external needs.

Through the use of remote computer terminals, users of the EMIS online system ~~have direct access to their equipment master files.~~ Users have the capability to perform inquiry and/or update functions and generate ad-hoc reports through the FOCUS reporting system.

Agencies who use the EMIS online system are no longer required to submit hard copies of Form AD-999, Motor Vehicle Accountability and Data Record, Document Type 1 or Form AD-187, Motor Vehicle Operations and Utilization Record to the National Finance Center (NFC) for processing.

While entering data into the required fields, the system will edit the data on each screen for completeness and validity before the next applicable screen can be displayed. If an error occurs or if any required data is omitted, the system will display an error message on the bottom of the screen and the field in error will be highlighted. The system will display up to four error messages at a time. You must satisfy each error displayed by entering the correct data and pressing the Enter key again. As the errors are corrected, the error messages will be deleted from the screen. If additional errors still exist, those messages will be displayed on the screen until corrected. Detailed data entry and inquiry instructions are provided as exhibits to this procedure.

2. REMOTE TERMINAL USAGE

For specific information regarding security for NFC systems access, individual user identification and password, the use of master control keys, and connection to the Departmental Network (DEPNET), users should refer to the detailed NFC procedure, Title VI, Chapter 2, Section 1, Remote Terminal Usage. Agencies or departments should be aware that system problems could occur periodically. In the event an abnormal condition arises, users should contact the NFC's Information Center Help Desk at (FTS) 680-5230 or Commercial (504) 255-5230.

3. PROGRAM FUNCTION (PF) KEY ASSIGNMENTS

PF keys are also referred to as SF (Special Function) or SP (Special Program) keys. The PF keys are usually located on the display device keyboard at the top or in an area to one side of the keyboard. The function of the PF keys signals a program for a particular program display operation. They are commonly used to execute routine functions related to a program.

Message lines at the bottom of the screen are used, when applicable, to indicate how to execute a particular function. For example; the message "-PF2- UPDATE MENU" is displayed to instruct the user to press the "PF2" key to obtain the Update Menu screen.

The PF keys applicable to perform the online inquiry or update features of EMIS are described below.

PF1 - MAIN MENU - Displays the EMIS menu screen, which lists the two functions (inquiry or update) available to the user.

PF2 - UPD MENU - Displays the Update Menu screen.

PF3 - INQ MENU - Displays the Inquiry Menu screen.

PF4 - ADDL DATA - Displays the Additional Equipment Data screen when using the Required Equipment Data screen of the inquiry or update option.

REQ DATA - Displays the Required Equipment Data screen when using the Additional Equipment Data screen.

MON - Displays the Monthly Operational Data screen when using the Operational Data screens of the Inquiry Menu.

PF5 - QTR - Displays the Quarterly Operational Data screen when using the Inquiry Menu in the Operational Data screens.

MOD - Displays the Modify Required Equipment Data screen when using the Add Required Equipment Data screen of the Update Menu .

ADD - Displays the Add Required Equipment Data screen when using the Modify Required Equipment Data screen of the Update Menu.

PF6 - YTD - Displays the Year To Date Operational Data screen while using an Operational Data screen of the Inquiry Menu.

PF7 - PREV - Allows the user to scroll backward one record at a time until the desired equipment number or the first record is reached.

CUM - Displays the Cumulative Operational Data screen while using an Operational Data screen of the Inquiry Menu.

BACKWARD - For Forest Service (FS) use only on Fixed Ownership Rates screen. Scrolls backward to retrieve additional management codes. The system displays up to six management codes at any one time and stores up to twelve.

PF8 - NEXT - Allows the user to scroll forward one record at a time until the desired equipment number or last record is reached.

FORWARD - For FS use only on Fixed Ownership Rates screen. Scrolls forward to retrieve additional management codes.

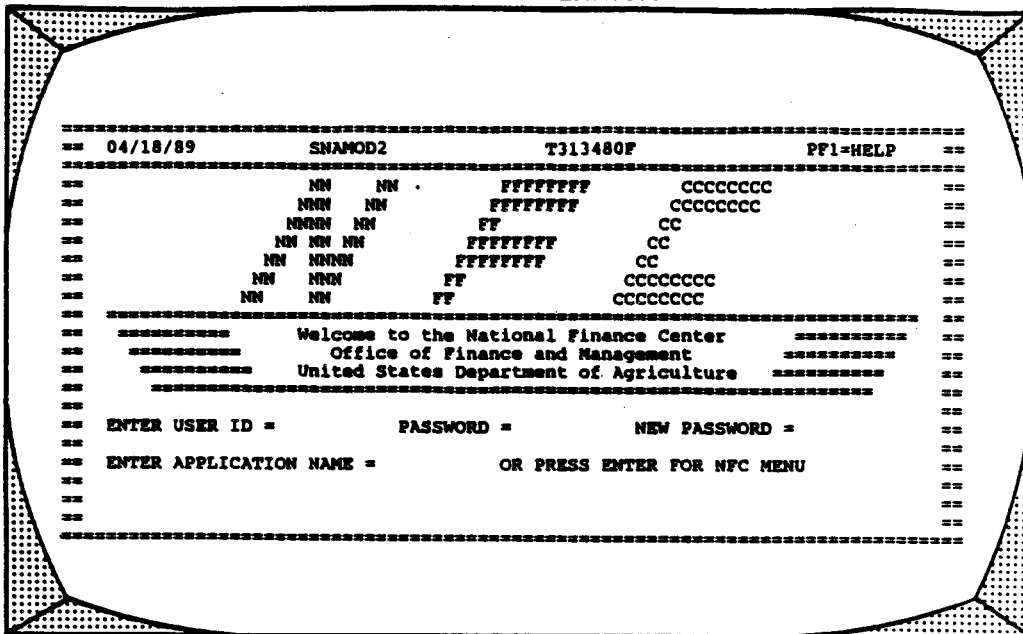
INSPECT DATA - Displays the Inspection Data screen while using the Operational Data screens of the Inquiry Menu.

4. SIGN-ON PROCEDURES TO ACCESS THE EMIS ONLINE SYSTEM

Authorized users must first connect to the Departmental Network (DEPNET). The access method will differ depending on the type of equipment that is being used. The NFC's Information Center, which serves as the liaison with the user community, can provide assistance and information regarding hardware and communications requirements. The Information Center can be reached at (FTS) 680-5230 or (commercial) 504-255-5230.

Once connected with DEPNET, the NFC banner screen (shown below) is displayed. This indicates that the user is connected to the NFC mainframe computer.

CRT SCREEN EXHIBIT



Once the user has successfully connected to the NFC mainframe computer system, the steps described below should be followed to access EMIS.

CRT PROMPT:

USER RESPONSE:

Step 1

ENTER USER ID

Key in your assigned user ID (e.g., NF999). Use the Tab key to move forward to the password prompt.

PASSWORD

Key in your user password. Your password will not be displayed on the screen. Tab to next field.

NEW PASSWORD

This field is used when your current password has expired and the system requests a new password. However, you may change your password at anytime (limited to once a day) by entering a new password. Tab to next field.

ENTER APPLICATION NAME

Key in "EMIS" and press the Enter key.

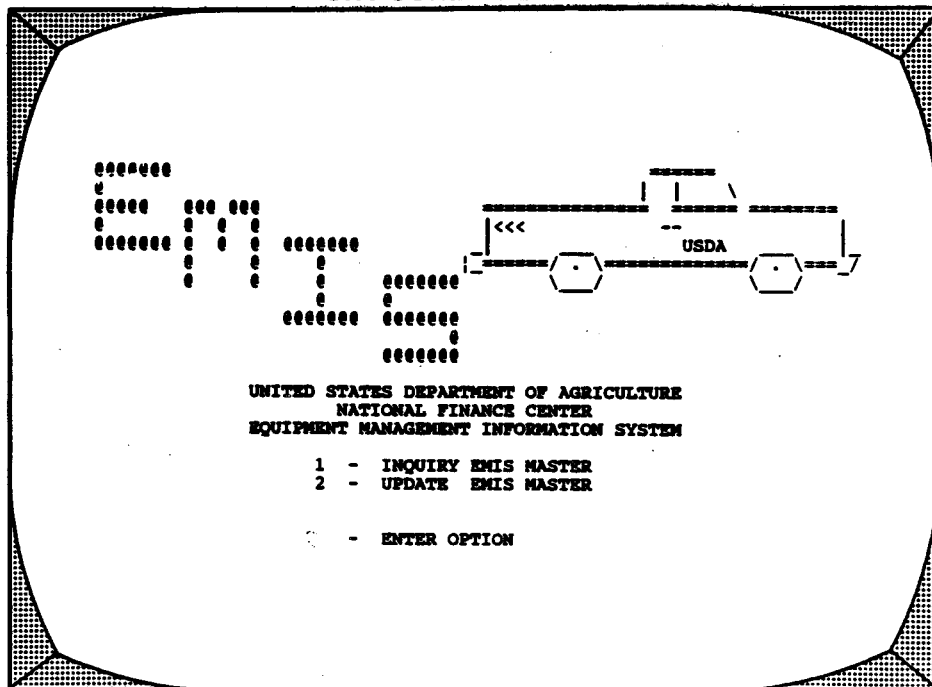
NOTE: When NFC needs to communicate special system messages to the user, the system displays the Electronic Access Bulletin Board screen after the NFC banner screen. Read the message shown on the bulletin board; then press the Enter key to continue. The NFC Menu screen (page 18) is displayed. Again, press the Enter key to continue.

Step 2

EMIS screen

Wait for a logon/signon in progress message. This message lets you know that the system is searching for the EMIS program. When located, the EMIS menu screen will be displayed. This screen is illustrated below.

CRT SCREEN EXHIBIT



At this point, you may access the EMIS Inquiry program or the Update program. To access the Update program, turn to Step 3B, on page 11. To access the Inquiry program, proceed to Step 3A, next page.

CRT PROMPT:

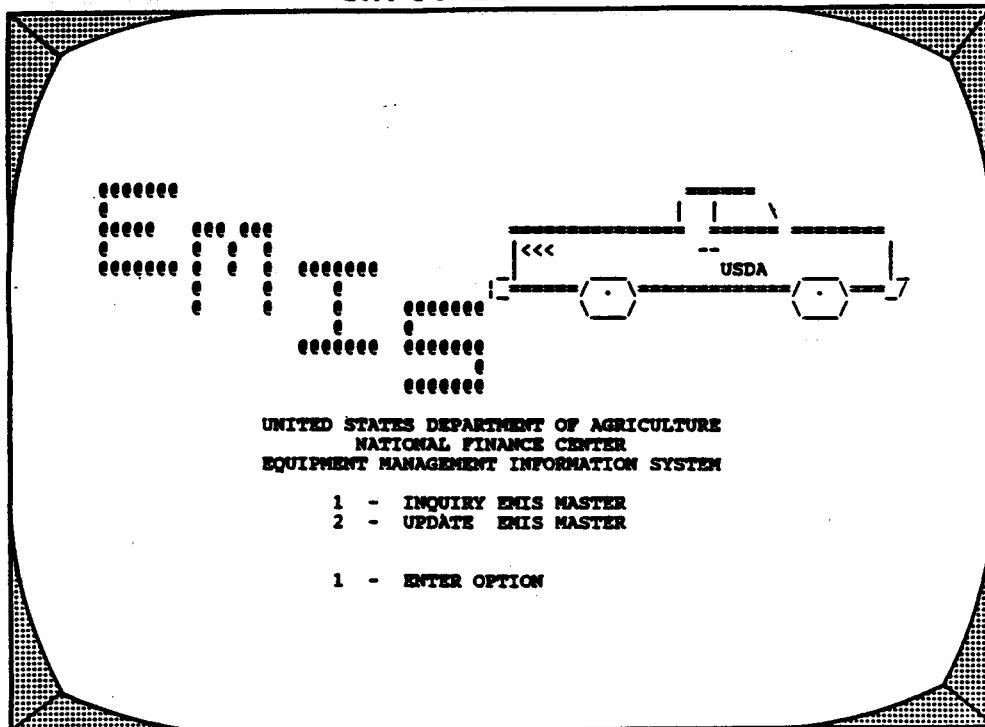
USER RESPONSE:

Step 3A

ENTER OPTION

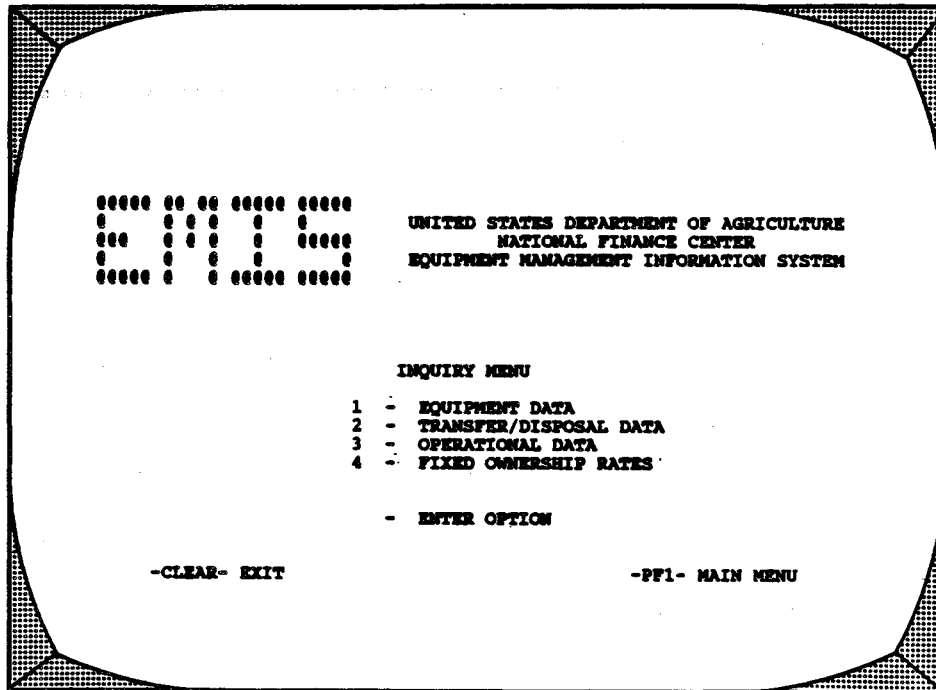
Key in "1" for the Inquiry option as shown below, then press the Enter key. The Inquiry Menu is shown on the following page.

CRT SCREEN EXHIBIT



The Inquiry Menu screen displays a list of options contained in the EMIS Inquiry program that are available for users as shown in the CRT screen exhibit below. Only data established in the master files can be queried.

CRT SCREEN EXHIBIT



From the above menu of available inquiry options, key in the one-digit option code and press the Enter key to display the selected inquiry screen. Screens remain void of data until the key-identifying line (page 15) is successfully entered. The following four screens starting on the next page display the initial Inquiry Menu options. Option 4, Fixed Ownership Rates, is available for Forest Service use only. The Inquiry screens with detailed user interaction instructions for all options are provided in Exhibits 1 through 10, beginning on page 21.

OPTION 1, EQUIPMENT DATA

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----REQUIRED EQUIPMENT DATA-----				
CURR STATUS		WCF ACTY		SUB UNIT
PROGRAM		REGION		EQUIP CLASS
MFGR CODE		MODEL YEAR		ACQU CODE
SFS2 CODE		ACCT OFFICER		PRIM FUEL
DRIVE		GVWR		MFGR EPA
CREDIT CARD		PROP DESC		
MOUNTED VEH		PO NO	TYPE	DATE RCVD
ACCESSORIES		ODOMETER		LICENSE NO
CAPITAL VAL		SALVAGE		FOR/DOM LOC
PLAN FY REP		EST LIFE YRS		FS/GSA CODE
ACCTG DATA		ACCUM DEPREC		VEHICLE LOC
COND CODE		REMAIN MO		DOL CODE

CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- ADDL DATA -PF7- PREV -PF8- NEXT

OPTION 2, TRANSFER/DISPOSAL DATA

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----TRANSFER/DISPOSAL EQUIPMENT DATA-----				
TRAN/DISP STATUS				

-CLEAR- EXIT -PF2- UPDATE MENU -PF3- INQUIRY MENU

OPTION 3, OPERATIONAL DATA

U. S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----M O N T H L Y O P E R A T I O N A L D A T A-----				
DAYS USED		CURRENT ODOMETER		MILES DRVN
NOT USED MAINT		COMM LEASE		GOVT
STAND-BY		GALLONS FUEL - COMM		QTS OIL
ACCIDENT		FUEL COST		GOVT
GONE		MAINT OTHER COST-COMM		
OTHER				
NO ACCIDENTS		DEFERRED EQUIP EXP		USE RATE
ACCIDENT -COMM		GOVT		USE-413
RECOV ACCIDENT		UNALLOC EQUIP EXP		
STORAGE COST		DEPRECIATION		
TIRE COST				

-PF2- UPD MENU -PF3- INQ MENU -PF5- QTR -PF6- YTD -PF7- CUM -PF8- INSPECT DATA

OPTION 4, FIXED OWNERSHIP RATES

U. S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----F I X E D O W N E R S H I P R A T E S-----				
CURR STATUS		--- INCOME RPL ACCT 411		INCOME F.O.R ACCT 412 ---
MON RATE		MON -		MON -
RPL FACTOR		QTR -		QTR -
		YTD -		YTD -
MANAGEMENT CODE		O N D J F M A M J J A S		

PAGE 0001

-CLEAR- EXIT -PF2- UPDATE MENU -PF3- INQUIRY MENU -PF7- BACKWARD -PF8- FORWARD

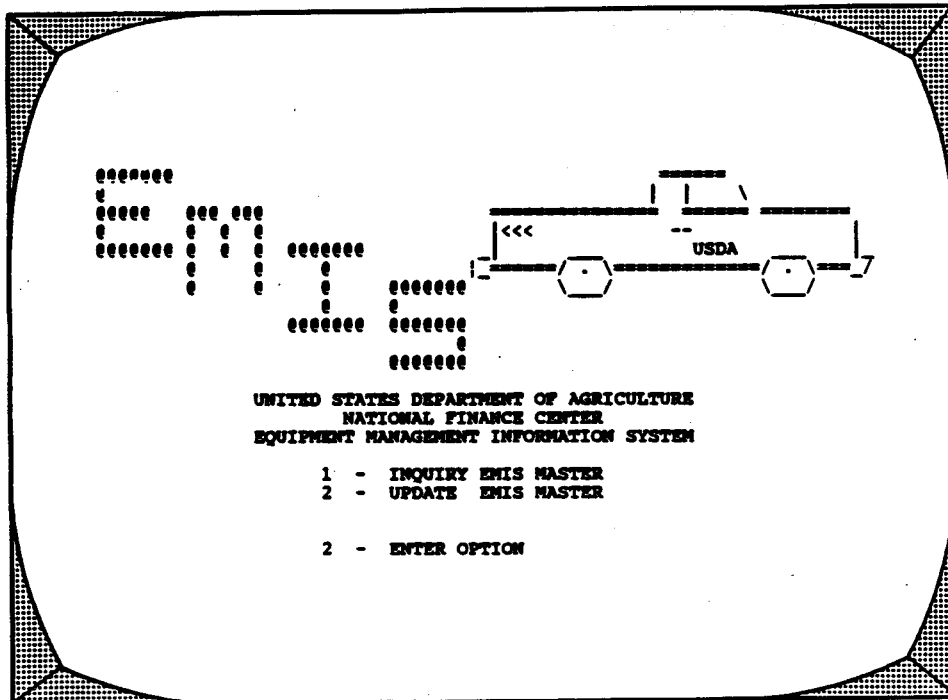
CRT PROMPT:

USER RESPONSE:

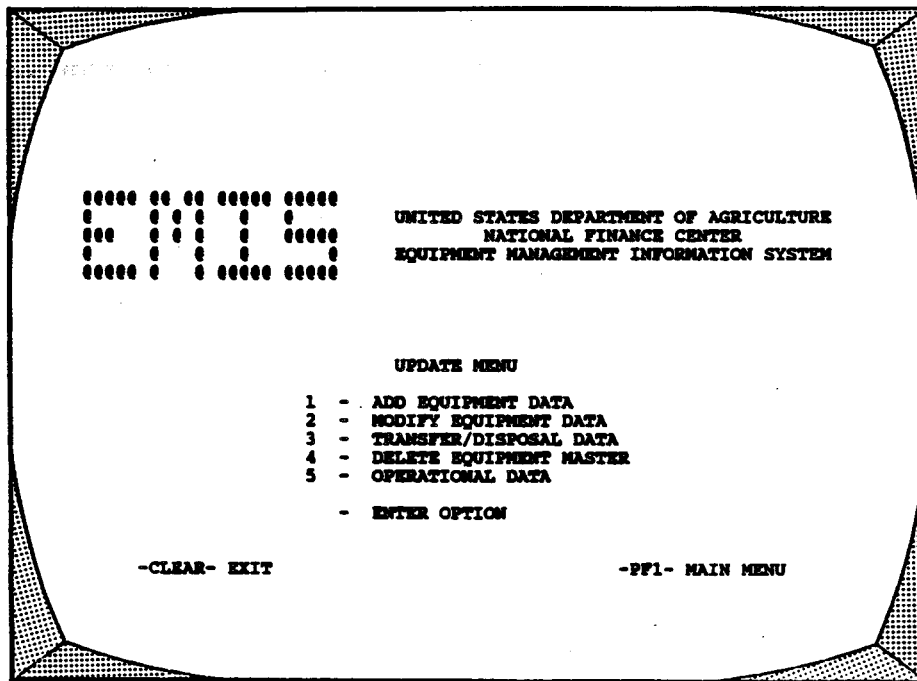
Step 3B

ENTER OPTION

Key in "2" for the Update option as shown below, then press the Enter key. The Update Menu is shown on the following page.



The Update Menu screen displays a list of five options that are available for users to update their EMIS master files. Option 5, Operational Data, is not available for Forest Service (FS) use. (See the CRT screen exhibit below.)



From the above menu of available update options, key in the one-digit option code and press the Enter key to display the selected update screen. The key-identifying line (page 15) for each screen must be accepted before starting a task. The following five screens starting on the next page display the initial Update Menu options. The Update screens with detailed user interaction instructions for all options are provided in Exhibits 11 through 18, beginning on page 45.

OPTION 1, ADD EQUIPMENT DATA

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----ADD REQUIRED EQUIPMENT DATA-----				
CURR STATUS		WCF ACTY		SUB UNIT
PROGRAM		REGION		EQUIP CLASS
MFGR CODE		MODEL YEAR		ACQU CODE
SP82 CODE		ACCT OFFICER		PRIM FUEL
DRIVE		GVWR		MFGR EPA
CREDIT CARD		PROP DESC		
MOUNTED VEH		PO NO	TYPE	DATE RCVD
ACCESSORIES		ODOMETER		LICENSE NO
CAPITAL VAL		SALVAGE		FOR/DOM LOC
PLAN FY REP		EST LIFE YRS		FS/GSA CODE
ACCTG DATA		ACCUM DEPREC		VEHICLE LOC
COND CODE		REMAIN NO		DOL CODE

-CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- ADDL DATA -PF5- MOD

OPTION 2, MODIFY EQUIPMENT DATA

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----MODIFY REQUIRED EQUIPMENT DATA-----				
CURR STATUS		WCF ACTY		SUB UNIT
PROGRAM		REGION		EQUIP CLASS
MFGR CODE		MODEL YEAR		ACQU CODE
SP82 CODE		ACCT OFFICER		PRIM FUEL
DRIVE		GVWR		MFGR EPA
CREDIT CARD		PROP DESC		
MOUNTED VEH		PO NO	TYPE	DATE RCVD
ACCESSORIES		ODOMETER		LICENSE NO
CAPITAL VAL		SALVAGE		FOR/DOM LOC
PLAN FY REP		EST LIFE YRS		FS/GSA CODE
ACCTG DATA		ACCUM DEPREC		VEHICLE LOC
COND CODE		REMAIN NO		DOL CODE

-CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- ADDL DATA -PF5- ADD

OPTION 3, TRANSFER/DISPOSAL DATA

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----TRANSFER/DISPOSAL: EQUIPMENT DATA-----				
TRAN/DISP STATUS				
-CLEAR- EXIT			-PF2- UPDATE MENU	
			-PF3- INQUIRY MENU	

OPTION 4, DELETE EQUIPMENT MASTER

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----DELETE EQUIPMENT MASTER-----				
-CLEAR- EXIT			-PF2- UPDATE MENU	
			-PF3- INQUIRY MENU	

OPTION 5, OPERATIONAL DATA

U. S. DEPARTMENT OF AGRICULTURE NATIONAL FINANCE CENTER EQUIPMENT MANAGEMENT INFORMATION SYSTEM		
AGENCY	OWNER TYPE	EQUIPMENT NO
-----O P E R A T I O N A L D A T A-----		
DAYS USED	CURRENT ODOMETER	COMM LEASE
NOT USED MAINT	COMM FUEL - GALLONS	LITERS
STAND-BY	GOVT FUEL - GALLONS	LITERS
ACCIDENT	FUEL COST	QTS OIL
GONE	MAINT OTHER COST-COMM	GOVT
OTHER		
-----I N S P E C T I O N D A T A-----		
NO ACCIDENTS	DATE	-O D O M E T E R S-
COMM ACCIDENT	ODOMETER	LUBE
RECOV ACCIDENT	PREVENTIVE MAINT COST	TIRE
STORAGE COST	ANTI-FREEZE DATE	ALIGNMENT
TIRE COST	TUNE-UP DATE	AIR FILTER
		TUNE UP
-CLEAR- EXIT	-PP2- UPDATE MENU	-PP3- INQUIRY MENU

NOTE: Since the above Operational Data screen is not available for FS users, Region and Unit codes are omitted. (See key-identifying line explanation below.)

5. SPECIAL FEATURES OF THE EMIS ONLINE SYSTEM:

A. Key-Identifying Line

Located at the top of each EMIS task screen is a key-identifying line. The key identifiers consist of Agency, Region, Unit, Owner Type, and Equipment Number (NO). Region and Unit codes are only applicable to FS users. Key in the key identifiers and press the Enter key. The program will edit the data entered and, if acceptable, will display the message "Record Successfully Obtained" or "Ready for Acquisition of Vehicle." All field contents of the screen will be displayed. Users in the Update task can complete or change field contents.

Key-Identifying Data Elements

Agency: This is a two-position code that identifies your agency. See Appendix A for a list of agency codes. This is a required entry for all agencies. Once entered, the program will automatically tab to the next field. FS users automatically tab to the region field while all other users skip to the owner type field.

Region: This is a two-digit code that identifies the Forest Service (FS) Region. It is a required entry for FS only.

Unit: This is a two-digit code that identifies the FS Unit. It is a required entry for FS only.

NOTE: The region and unit numbers designate the specific geographic FS resident location of the equipment.

Owner Type: This is a one-digit code that identifies ownership type or rental agreement for the equipment. This is a required entry.

<u>Code</u>	<u>Owner Type</u>
1	Working Capital Fund
2	Reserved
3	Agency Owned
4	Leased, Commercially
5	Leased, GSA

NOTE: Only vehicles leased for periods of 60 or more continuous days are to be entered into the system.

Equipment Number: This is an agency assigned number. Agency assignments may vary up to seven alphanumeric characters. This is a required entry.

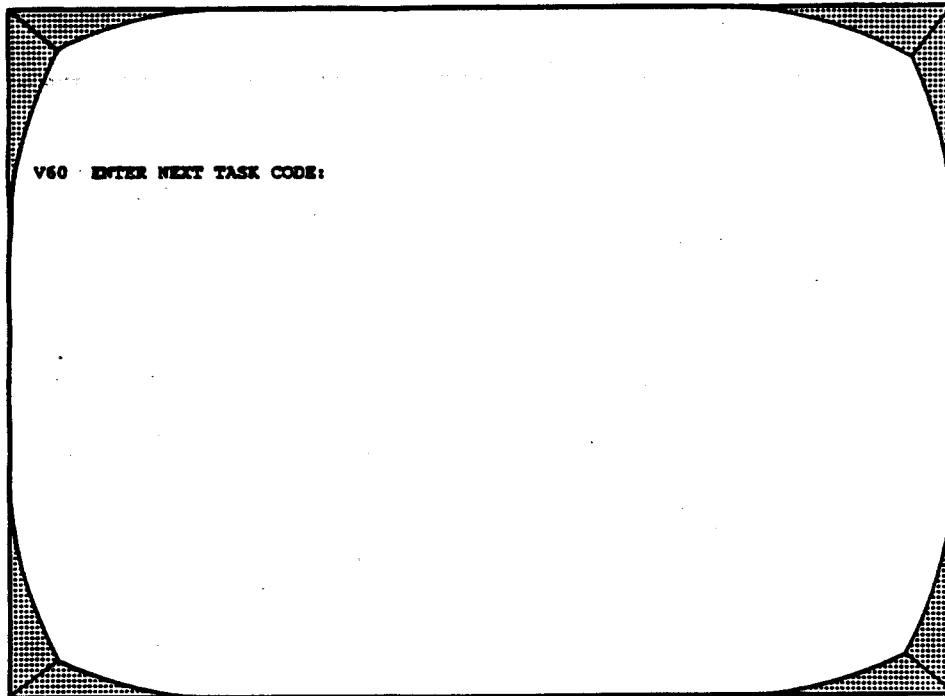
B. Program Edits

When entering data elements, the cursor will automatically skip some fields in which input is not allowed. Key in all required data fields and press the Enter key. The data is edited in accordance with programmed edits built into the system. If the field contents comply with the edits, a message displayed near the bottom of the screen will advise that the data is accepted. If the field contents do not comply, an error message is displayed near the bottom of the screen. Up to four error messages can be shown at one time and each field in question will be highlighted. The cursor will automatically be positioned in the first identified field where the error occurred. Each field of data must be corrected before the data is accepted and updated in the system.

6. SIGN-OFF PROCEDURE

Step 1

You may exit the EMIS system at anytime by pressing the Clear key from any screen displayed and the message below will appear.



Step 2

At the V60 Enter Next Task Code prompt, key in "bye" and press the Enter key. The system will display the NFC Menu screen as shown on the following page.

```
=====
10/10/89      SNANOD2      NFC MENU      T3134804      10:28:00  CT
=====
SELECT ONE:
=====
1. PAYROLL/PERSONNEL SYSTEMS
2. FINANCIAL INFORMATION SYSTEMS
3. PROPERTY MANAGEMENT INFORMATION SYSTEMS
4. ADMINISTRATIVE INFORMATION SYSTEMS
5. DEVELOPMENT SYSTEMS <NFC ONLY>
6. DATA BASE TEST SYSTEMS <NFC ONLY>
=====
ENTER APPLICATION NAME OR SELECTION NUMBER ==>
=====
PF11 = EXIT
=====
MESSAGE BOARD
=====
```

At this point, the user may exit from the NFC Menu by pressing the PF11 or compatible function key (the NFC banner screen, page 4, will appear). The user may access another system by keying in the application name at the Enter Application Name or Selection Number prompt for further processing prior to disconnecting from the NFC mainframe computer.

To avoid unnecessary charges for use of the DEPNET Telecommunications Network, users are reminded to ensure that they are disconnected from DEPNET upon terminating a session. The procedure listed below should be followed when ending a session:

Step 3

At the NFC banner screen, press the key that interrupts the DEPNET session; e.g., PF9, PF11, TEST REQ, or SYS REQ depending on the key designated at the user's site. The DEPNET menu screen will be displayed.

Step 4

Move the cursor to the asterisk which indicates *DISCONNECT CALL.* Press the Enter key. The user is disconnected from DEPNET and the message "Call Disconnected" will be displayed.

7. Contact at NFC

Any questions concerning electronic access of the EMIS online system should be directed to the Information Center, Financial Information Branch, (FTS) 680-5230 or (Commercial) 504-255-5230. Written communication should be addressed to:

USDA, OFM, National Finance Center
ATTN: Information Center
P.O. Box 60000
New Orleans, La. 70160.

Any questions concerning this written procedure should be referred to the Information Center, Directives and Analysis Branch, (FTS) 680-5322 or (Commercial) 504-255-5322. Written communications about this procedure should be addressed to the Information Center, Directives and Analysis Branch, and mailed to:

USDA, OFM, National Finance Center
ATTN: Directives and Analysis Branch
P.O. Box 60000
New Orleans, La. 70160.

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NFC SYSTEMS ACCESS PROCEDURES MANUAL
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EQUIPMENT MANAGEMENT INFORMATION SYSTEM

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NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROPERTY MANAGEMENT INFORMATION SYSTEM
EQUIPMENT MANAGEMENT INFORMATION SYSTEM

TITLE VI
CHAPTER 9
SECTION 3

EXHIBITS FOR THE
ONLINE INQUIRY PROGRAM

CRT SCREEN EXHIBIT

INQUIRY MENU

UNITED STATES DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
EQUIPMENT MANAGEMENT INFORMATION SYSTEM

#####

INQUIRY MENU

- 1 - EQUIPMENT DATA
- 2 - TRANSFER/DISPOSAL DATA
- 3 - OPERATIONAL DATA
- 4 - FIXED OWNERSHIP RATES

- ENTER OPTION

-CLEAR- EXIT

-PF1- MAIN MENU

USER INTERACTION WITH CRT SCREEN

INQUIRY MENU

The Inquiry Menu screen, accessed from instructions listed in step 3A on page 7, displays the options that are available to users to query their EMIS master files. From the above menu of four Inquiry tasks, key in the desired option and press Enter. The fourth task, Fixed Ownership Rates, is available only for Forest Service (FS) use.

Press the PF1 key to return to the EMIS main menu screen. (See page 6.)

Press the Clear key to initiate the exit routine. (See Sign-off procedure, page 17.)

NOTE: Inquiry screens are for viewing the information of selected equipment. Users can change the key identifiers (page 15), but no entry of data below the key-identifying line is allowed.

REQUIRED EQUIPMENT DATA

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY (1) REGION (2) UNIT (3) OWNER TYPE (4) EQUIPMENT NO (5)

-----REQUIRED EQUIPMENT DATA-----

CURR STATUS
 PROGRAM
 MFR CODE
 SF82 CODE
 DRIVE
 CREDIT CARD

WCF ACTY
 REGION
 MODEL YEAR
 ACCT OFFICER
 GVWR
 PROP DESC

SUB UNIT
 EQUIP CLASS
 ACQU CODE
 PRIM FUEL
 MFR EPA

MOUNTED VEH
 ACCESSORIES
 CAPITAL VAL
 PLAN FY REP
 ACCTG DATA
 COND CODE

PO NO
 ODOMETER
 SALVAGE
 EST LIFE YRS
 ACCUM DEPREC
 REMAIN MO

TYPE
 DATE RCVD
 LICENSE NO
 FOR/DOM LOC
 FS/GSA CODE
 VEHICLE LOC
 DOL CODE

CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- ADDL DATA -PF7- PREV -PF8- NEXT

REQUIRED EQUIPMENT DATA

USER INTERACTION WITH CRT SCREEN

After selecting Option 1 from the Inquiry Menu, the system will display the above Required Equipment Data screen. The cursor will automatically be positioned in the first field of the key-identifying line. However, prior to entering the key identifiers, if desired, the user may access the Additional Equipment Data screen (page 26) by pressing the PF4 key. The key identifiers are then keyed in at that screen.

1. AGENCY: Key in the two-position code that identifies your agency. This is a required entry. See Appendix A for a list of agency codes. Once keyed in, the program will automatically tab to the next field. FS users automatically tab to the Region field while all other users skip to the Owner Type field.
2. REGION: Key in the two-digit region code. This is a required entry for FS only.
3. UNIT: Key in the two-digit unit code. This is a required entry for FS only.
4. OWNER TYPE: Key in one of the following one-digit codes which identifies the ownership type of the vehicle. This is a required entry.

<u>Code</u>	<u>Owner Type</u>
1	Working Capital Fund
2	Reserved
3	Agency Owned
4	Leased, Commercially
5	Leased, GSA

NOTE: Only vehicles leased for periods of 60 or more continuous days are to be entered into the system.

5. EQUIPMENT NO: Key in the agency assigned vehicle number. Agency assignments may vary up to seven positions. This is a required entry.

After the key identifiers have been keyed in, press Enter. The screen will display the required equipment data for the specific equipment identified. The user may press the applicable PF key to continue or the Clear key to initiate the exit routine.

ADDITIONAL EQUIPMENT DATA

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----A D D I T I O N A L E Q U I P M E N T D A T A-----				
CURR STATUS		AREA CODE		GROUP CODE
ADDL ORGAN		MODEL		TRANS TYPE
TRANS SPEED		NO CYLINDER		CUB INCH DIS
REAR AXLE		TIRE SIZE-F		TIRE SIZE-R
VEH PAYLOAD		MTHLY LEASE		MILEAGE RATE
FOR/DOM MD		SERIAL NO		ADDL VEH NO
CONTRACT NO		LEASE CAR NO		DISP DOC TYPE
DISP DATE		DISP DOC NO		
RPL PO NO		MOVIS CLASS		

CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- REQ DATA -PF7- PREV -PF8- NEXT

ADDITIONAL EQUIPMENT DATA

USER INTERACTION WITH CRT SCREEN

Access to the Additional Equipment Data screen is obtained by using the PF4 function key at the Required Equipment Data screen, page 24.

This screen displays additional data on selected equipment. The key identifiers are automatically generated from the previous inquiry screen. Users can change the identifiers, but no entry of data below the key-identifying line is allowed.

After viewing data, the user may press the applicable PF key to continue or the Clear key to initiate the exit routine.

TRANSFER/DISPOSAL EQUIPMENT DATA

CRT SCREEN EXHIBIT

```

U. S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY (1) REGION (2) UNIT (3) OWNER TYPE (4) EQUIPMENT NO (5)
-----TRANSFER/DISPOSAL EQUIPMENT DATA-----

TRAN/DISP STATUS

CLEAR- EXIT                -PF2- UPDATE MENU                -PF3- INQUIRY MENU
  
```


TRANSFER/DISPOSAL EQUIPMENT DATA

USER INTERACTION WITH CRT SCREEN

After selecting option 2 from the Inquiry Menu, the Transfer/Disposal Equipment Data screen will be displayed. The cursor will automatically be positioned in the first field of the key-identifying line.

1. AGENCY: Key in the two-position code that identifies your agency. This is a required entry. See Appendix A for a list of agency codes. Once keyed in, the program will automatically tab to the next field. FS users automatically tab to the Region field while all other users skip to the Owner Type field.
2. REGION: Key in the two-digit region code. This is a required entry for FS only.
3. UNIT: Key in the two-digit unit code. This is a required entry for FS only.
4. OWNER TYPE: Key in one of the following one-digit codes which identify the ownership type of the vehicle. This is a required entry.

<u>Code</u>	<u>Owner Type</u>
1	Working Capital Fund
2	Reserved
3	Agency Owned
4	Leased, Commercially
5	Leased, GSA

NOTE: Only vehicles leased for periods of 60 or more continuous days are to be entered into the system.

5. EQUIPMENT NO: Key in the agency assigned vehicle number. Agency assignments may vary up to seven positions. This is a required entry.

After the key identifiers have been keyed in, press Enter. See the following page for the resulting screen.

TRANSFER/DISPOSAL EQUIPMENT DATA (cont'd.)

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE NATIONAL FINANCE CENTER EQUIPMENT MANAGEMENT INFORMATION SYSTEM			
AGENCY	REGION	UNIT	OWNER TYPE EQUIPMENT NO
-----T R A N S F E R / D I S P O S A L E Q U I P M E N T D A T A-----			
TRAN/DISP STATUS 8			
TRAN/DISP DATE SALE PROCEEDS			
-CLEAR- EXIT			
-PF2- UPDATE MENU			
-PF3- INQUIRY MENU			

TRANSFER/DISPOSAL EQUIPMENT DATA (cont'd.)

USER INTERACTION WITH CRT SCREEN

The transfer/disposal option is agency specific, therefore, the resulting screen displayed after the acceptance of the identifiers depends upon the particular agency. The above screen will display for all agencies except FS (Agency 11), SCS (Agency 16), and APHS (Agency 34).

After viewing data, the user may press the applicable PF key to continue or the Clear key to initiate the exit routine.

MONTHLY OPERATIONAL DATA

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY (1) REGION (2) UNIT (3) OWNER TYPE (4) EQUIPMENT NO (5)

-----M O N T H L Y O P E R A T I O N A L D A T A-----

DAYS USED	CURRENT ODOMETER	MILES DRVN
NOT USED MAINT	COMM LEASE	
STAND-BY	GALLONS FUEL - COMM	GOVT
ACCIDENT	FUEL COST	QTS OIL
GONE	MAINT OTHER COST-COMM	GOVT
OTHER		
NO ACCIDENTS	DEFERRED EQUIP EXP	USE RATE
ACCIDENT -COMM	GOVT	USE-413
RECOV ACCIDENT	UNALLOC EQUIP EXP	
STORAGE COST	DEPRECIATION	
TIRE COST		

PF2- UPD MENU -PF3- INQ MENU -PF5- QTR -PF6- YTD -PF7- CUM -PF8- INSPECT DATA

MONTHLY OPERATIONAL DATA

USER INTERACTION WITH CRT SCREEN

After selecting Option 3 from the Inquiry Menu, the above Monthly Operational Data screen will be displayed. The cursor will automatically be positioned in the first field of the key-identifying line. However, prior to keying in the key identifiers, if desired, the user may access any operational data screen by pressing the appropriate PF key. The key identifiers are then keyed in at that screen.

1. AGENCY: Key in the two-position code that identifies your agency. This is a required entry. See Appendix A for a list of agency codes. Once keyed in, the program will automatically tab to the next field. FS users automatically tab to the Region field while all other users skip to the Owner Type field.
2. REGION: Key in the two-digit region code. This is a required entry for FS only.
3. UNIT: Key in the two-digit unit code. This is a required entry for FS only.
4. OWNER TYPE: Key in one of the following one-digit codes which identifies the ownership type of the vehicle. This is a required entry.

<u>Code</u>	<u>Owner Type</u>
1	Working Capital Fund
2	Reserved
3	Agency Owned
4	Leased, Commercially
5	Leased, GSA

NOTE: Only vehicles leased for periods of 60 or more continuous days are to be entered into the system.

5. EQUIPMENT NO: Key in the agency assigned vehicle number. Agency assignments may vary up to seven positions. This is a required entry.

After the key identifiers have been keyed in, press Enter. The Monthly Operational Data screen is the first of five screens to view operational information on a selected piece of equipment. No entry of data below the key-identifying line is allowed. The user may press the applicable PF key to continue or the Clear key to initiate the exit routine.

QUARTERLY OPERATIONAL DATA

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----Q U A R T E R L Y O P E R A T I O N A L D A T A-----				
DAYS USED			CURRENT ODOMETER	MILES DRVN
NOT USED MAINT			COMM LEASE	
STAND-BY			GALLONS FUEL - COMM	GOVT
ACCIDENT			FUEL COST	QTS OIL
GONE			MAINT OTHER COST-COMM	GOVT
OTHER				
NO ACCIDENTS			DEFERRED EQUIP EXP	USE-413
ACCIDENT -COMM			GOVT	
RECOV ACCIDENT			UNALLOC EQUIP EXP	
STORAGE COST			DEPRECIATION	
TIRE COST				

PF2- UPD MENU -PF3- INQ MENU -PF4- MON -PF6- YTD -PF7- CUM -PF8- INSPECT DATA

QUARTERLY OPERATIONAL DATA

USER INTERACTION WITH CRT SCREEN

Access to the above Quarterly Operational Data screen is obtained by using the PF5 function key at any of the Operational Data screens. This screen displays the quarterly operational use of the selected piece of equipment. The key identifiers are automatically forwarded from the previous screen. Users may leave in the key identifiers automatically forwarded or key in new identifiers (page 15) if data for another piece of equipment needs to be queried. No entry of data is allowed below the key-identifying line.

After viewing data, the user may press the applicable PF key to continue or the Clear key to initiate the exit routine.

YEAR TO DATE OPERATIONAL DATA

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----Y E A R T O D A T E O P E R A T I O N A L D A T A-----				
DAYS USED		CURRENT ODOMETER		MILES DRVN
NOT USED MAINT		COMM LEASE		
STAND-BY		GALLONS FUEL - COMM		GOVT
ACCIDENT		FUEL COST		QTS OIL
GONE		MAINT OTHER COST-COMM		GOVT
OTHER				
NO ACCIDENTS		DEFERRED EQUIP EXP		USE-413
ACCIDENT -COMM		GOVT		
RECOV ACCIDENT		UNALLOC EQUIP EXP		
STORAGE COST		DEPRECIATION		
TIRE COST				

-PF2- UPD MENU -PF3- INQ MENU -PF4- MON -PF5- QTR -PF7- CUM -PF8- INSPECT DATA

YEAR TO DATE OPERATIONAL DATA

USER INTERACTION WITH CRT SCREEN

Access to the above Year To Date Operational Data screen is obtained by using the PF6 key at any of the Operational Data screens. This screen displays the yearly (fiscal) operational use of the selected piece of equipment. Users may leave in the key identifiers that are automatically forwarded from the previous operational screen or key in new identifiers (page 15). No entry of data is allowed below the key-identifying line.

After viewing data, the user may press the applicable PF key to continue or the Clear key to initiate the exit routine.

CUMULATIVE OPERATIONAL DATA

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----CUMULATIVE OPERATIONAL DATA-----				
DAYS USED			CURRENT ODOMETER	MILES DRVN
NOT USED MAINT			COMM LEASE	
STAND-BY			GALLONS FUEL - COMM	GOVT
ACCIDENT			FUEL COST	QTS OIL
GONE			MAINT OTHER COST-COMM	GOVT
OTHER				
NO ACCIDENTS			DEFERRED EQUIP EXP	
ACCIDENT -COMM			GOVT	
RECOV ACCIDENT			UNALLOC EQUIP EXP	
STORAGE COST			DEPRECIATION	
TIRE COST				

-PF2- UPD MENU -PF3- INQ MENU -PF4- MON -PF5- QTR -PF6- YTD -PF8- INSPECT DATA

CUMULATIVE OPERATIONAL DATA

USER INTERACTION WITH CRT SCREEN

Access to the above Cumulative Operational Data screen is obtained by using the PF7 key at any of the Operational Data screens. This screen displays the cumulative operational information for the selected piece of equipment. Users may leave in the key identifiers that are automatically forwarded from the previous operational screen or key in new identifiers (page 15) if data for another piece of equipment needs to be queried. No entry of data is allowed below the key-identifying line.

After viewing data, the user may press the applicable PF key to continue or the Clear key to initiate the exit routine.

INSPECTION DATA

USER INTERACTION WITH CRT SCREEN

Access to the above Inspection Data screen is obtained by using the PF8 key at any of the Operational Data screens. This screen displays the inspection information for the selected piece of equipment. Users may leave in the key identifiers that are automatically forwarded from the previous operational screen or key in new identifiers (page 15) if data for another piece of equipment needs to be queried. No entry of data is allowed below the key-identifying line.

After viewing data, the user may press the applicable PF key to continue or the Clear key to initiate the exit routine.

FIXED OWNERSHIP RATES
 (applicable for FS only)

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----F I X E D O W N E R S H I P R A T E S-----				
CURR STATUS	---	INCOME RPL ACCT 411	---	INCOME F.O.R ACCT 412
MON RATE	MON -		MON -	
RPL FACTOR	QTR -		QTR -	
	YTD -		YTD -	
MANAGEMENT CODE	O	N	D	J
		F	M	A
				S

PAGE 0001

-CLEAR- EXIT -PF2- UPDATE MENU -PF3- INQUIRY MENU -PF7- BACKWARD -PF8- FORWARD

FIXED OWNERSHIP RATES
(applicable for FS only)

USER INTERACTION WITH CRT SCREEN

Access to the above Fixed Ownership Rates screen is limited to Forest Service (FS) use through the Inquiry Menu (page 22), Option 4.

After keying in the key identifiers (page 15), press the Enter key. The system will display the Fixed Ownership Rates of FS equipment. No input of data is allowed below the key-identifying line.

After viewing data, the user may press the applicable PF key to continue or the Clear key to initiate the exit routine.

TITLE VI
CHAPTER 9
SECTION 3

NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROPERTY MANAGEMENT INFORMATION SYSTEM
EQUIPMENT MANAGEMENT INFORMATION SYSTEM

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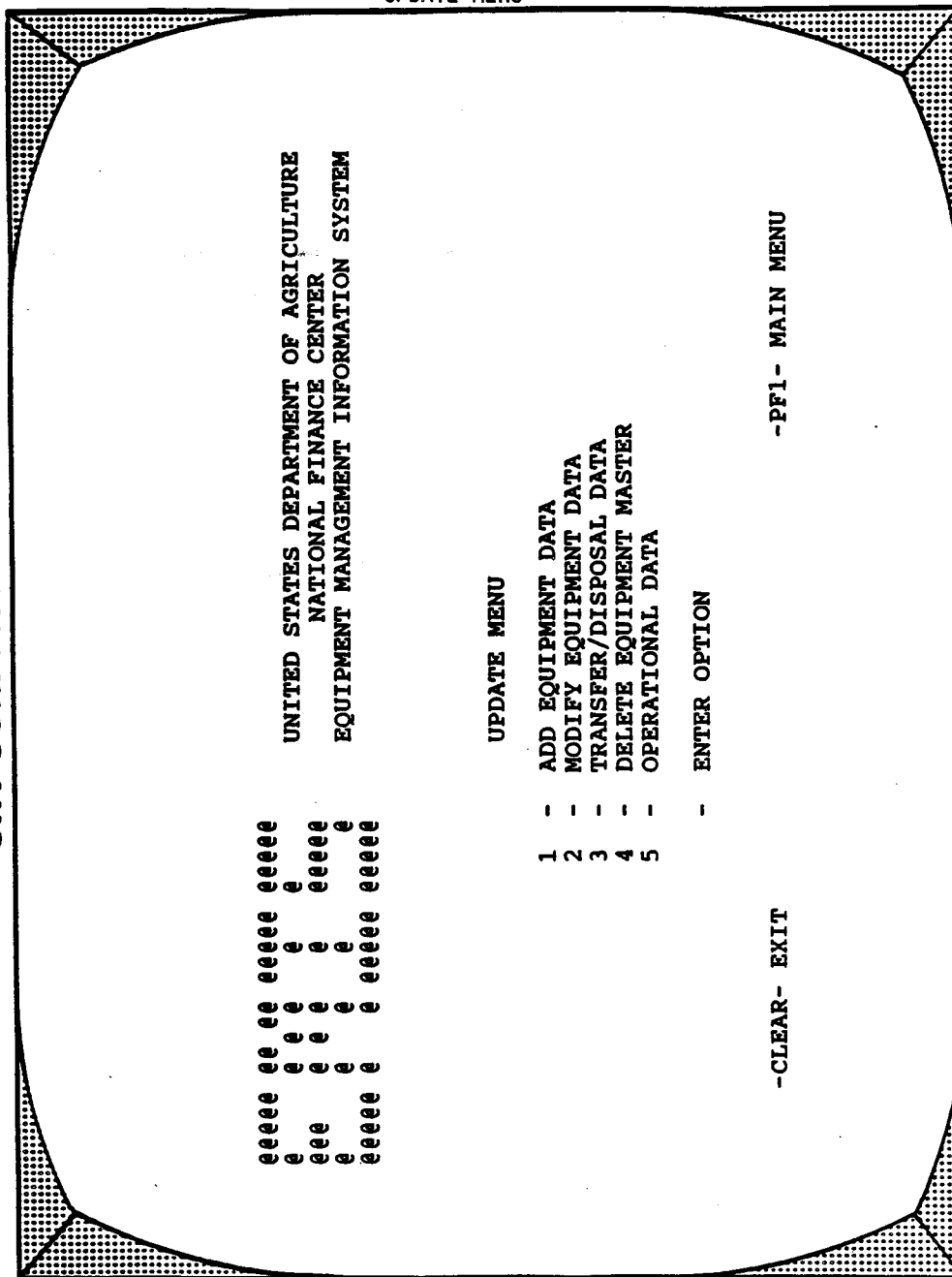
NFC SYSTEMS ACCESS PROCEDURES MANUAL
PROPERTY MANAGEMENT INFORMATION SYSTEM
EQUIPMENT MANAGEMENT INFORMATION SYSTEM

TITLE VI
CHAPTER 9
SECTION 3

EXHIBITS FOR THE
UPDATE DATA ENTRY PROGRAM

CRT SCREEN EXHIBIT

UPDATE MENU



UPDATE MENU

USER INTERACTION WITH CRT SCREEN

The above Update Menu screen, accessed from instructions listed in step 3B on page 11, displays the options that are available for users to update their EMIS master files. From the above menu, select the desired option and press the Enter key. Option 5, Operational Data, is not available to Forest Service (FS) users.

Press the PF1 key to return to the EMIS main menu screen (page 6).

Press the Clear key to initiate the exit routine. (See Sign-off procedure, page 17.)

CRT SCREEN EXHIBIT

ADD REQUIRED EQUIPMENT DATA

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY (1) REGION (2) UNIT (3) OWNER TYPE (4) EQUIPMENT NO (5)

-----A D D R E Q U I R E D E Q U I P M E N T D A T A-----

CURR STATUS
 PROGRAM
 MFGR CODE
 SF82 CODE
 DRIVE
 CREDIT CARD
 MOUNTED VEH
 ACCESSORIES
 CAPITAL VAL
 PLAN FY REP
 ACCTG DATA
 COND CODE

WCF ACTY
 REGION
 MODEL YEAR
 ACCT OFFICER
 GVWR
 PROP DESC
 PO NO
 ODOMETER
 SALVAGE
 EST LIFE YRS
 ACCUM DEPREC
 REMAIN MO

SUB UNIT
 EQUIP CLASS
 ACQU CODE
 PRIM FUEL
 MFGR EPA
 TYPE
 DATE RCVD
 LICENSE NO
 FOR/DOM LOC
 FS/GSA CODE
 VEHICLE LOC
 DOL CODE

-CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- ADDL DATA -PF5- MOD

ADD REQUIRED EQUIPMENT DATA

USER INTERACTION WITH CRT SCREEN

The Add Required Equipment Data screen, as shown above, is the first of two screens for adding equipment data into EMIS. The system will automatically skip fields that are not applicable to your agency.

1. AGENCY: Key in the two-position code that identifies your agency. See Appendix A for a list of agency codes. This is a required entry for all agencies. Once keyed in, the program will automatically tab to the next field. FS users automatically tab to the Region field while all other users skip to the Owner Type field.
2. REGION: Key in the two-digit region code. This is a required entry for FS only.
3. UNIT: Key in the two-digit unit code. This is a required entry for FS only.
4. OWNER TYPE: Key in one of the following one-digit codes that identifies the ownership type of the vehicle. This is a required entry.

<u>Code</u>	<u>Owner Type</u>
1	Working Capital Fund
2	Reserved
3	Agency Owned
4	Leased, Commercially
5	Leased, GSA

NOTE: Only vehicles leased for periods of 60 or more continuous days are to be entered into the system.

5. EQUIPMENT NO: Key in the agency assigned vehicle number. Agency assignments may vary up to seven alphanumeric characters. This is a required entry.

After keying in the key-identifying line, press the Enter key. Program edits in EMIS will advise if data is valid by displaying the message "Ready for Acquisition of Vehicle", and the user can then continue entering data. If the information entered is incorrect, the cursor will move to the first incorrect field, and an error message will be displayed at the bottom of the screen.

ADD REQUIRED EQUIPMENT DATA (cont'd.)

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----A D D R E Q U I R E D E Q U I P M E N T D A T A-----				
CURR STATUS		WCF ACTY		SUB UNIT
PROGRAM		REGION		EQUIP CLASS
MFGR CODE		MODEL YEAR		ACQU CODE
SF82 CODE		ACCT OFFICER		PRIM FUEL
DRIVE		GVWR		MFGR EPA
CREDIT CARD		PROP DESC		
MOUNTED VEH		PO NO	TYPE	DATE RCVD
ACCESSORIES		ODOMETER		LICENSE NO
CAPITAL VAL		SALVAGE		FOR/DOM LOC
PLAN FY REP		EST LIFE YRS		FS/GSA CODE
ACCTG DATA		ACCUM DEPREC		VEHICLE LOC
COND CODE		REMAIN MO		DOL CODE

-CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- ADDL DATA -PF5- MOD

ADD REQUIRED EQUIPMENT DATA (cont'd.)

USER INTERACTION WITH CRT SCREEN

6. **CURR STATUS:** Key in one of the following one-position codes to reflect the current status of the equipment. An entry is required when establishing the record or making a change to the current status. (This field is agency specific. Certain codes may not be applicable to your agency.)

<u>Code</u>	<u>Description</u>
1	Ordered (not in service)
2	Active (on hand in service)
3	Available for loan
4	On hand (not in service)
5	Excess to agency (not reported to GSA)
6	Reported to GSA for sale
7	Transferred within USDA
8	Sold or otherwise disposed of
9	Transferred outside USDA
A	Sold with no replacement
B	Donated
C	Salvaged
W	Excess to region
X	Excess to program
Y	Trade in extended
Z	Trade in to be sold

7. **WCF ACTY:** Key in the four-position Working Capital Fund activity used only by FS.

8. **SUB UNIT:** Key in the two-position organization data within FS.

9. **PROGRAM:** Key in the two-position code specific to APHIS or agencies serviced by APHIS.

10. **REGION:** Key in the two-position code specific to APHIS or agencies serviced by APHIS.

ADD REQUIRED EQUIPMENT DATA (cont'd.)

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY REGION UNIT OWNER TYPE EQUIPMENT NO

-----A D D R E Q U I R E D E Q U I P M E N T D A T A -----

CURR STATUS
 PROGRAM (12)
 MFGR CODE (14)
 SF82 CODE (15)
 DRIVE
 CREDIT CARD

WCF ACTY
 REGION
 MODEL YEAR (13)
 ACCT OFFICER
 GVWR
 PROP DESC

SUB UNIT (11)
 EQUIP CLASS
 ACQU CODE (14)
 PRIM FUEL
 MFGR EPA

MOUNTED VEH
 ACCESSORIES
 CAPITAL VAL
 PLAN FY REP
 ACCTG DATA
 COND CODE

PO NO
 ODOMETER
 SALVAGE
 EST LIFE YRS
 ACCUM DEPREC
 REMAIN MO

TYPE
 DATE RCVD
 LICENSE NO
 FOR/DOM LOC
 FS/GSA CODE
 VEHICLE LOC
 DOL CODE

-CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- ADDL DATA -PF5- MOD

ADD REQUIRED EQUIPMENT DATA (cont'd.)

USER INTERACTION WITH CRT SCREEN

11. **EQUIP CLASS:** Key in the three-digit code to identify the equipment (vehicle) class. This is a required entry. See Appendix B for a list of equipment class codes to be used. Appendix B lists special code requirements with their specific agency codes. Agencies without special code requirements are to use codes listed with Agency 99.
12. **MFR CODE:** Key in the three-digit code to identify the applicable manufacturer. See Appendix C for a list of manufacturer's codes. This is a required entry.
13. **MODEL YEAR:** Key in the last two digits of the calendar year in which the vehicle was manufactured; e.g., for 1988, key in "88". This is a required entry.
14. **ACQU CODE:** Key in the one-digit acquisition code to identify the vehicle as an addition or replacement to the fleet. This is a required entry.

Code Identification

- | | |
|---|-------------------------------|
| 1 | New Acquisition - Replacement |
| 2 | New Acquisition - Addition |
| 3 | Transfer - Replacement |
| 4 | Transfer - Addition |

15. **SF82 CODE:** Key in "Y" if the vehicle is to be included on the SF-82, Agency Report of Motor Vehicle Data. Key in "N" if the vehicle is not to be included. This is a required entry.

NOTE: FS users should not key in "Y" or "N". FS must key in one of the following codes.

<u>FS Code</u>	<u>Description</u>	<u>FS Code</u>	<u>Description</u>
1	Sedans	5	4 X 2, 8,500 lbs or less
2	Station wagons	6	4 X 4, 8,500 lbs or less
3	Ambulances	7	8,501 lbs to 23,999 lbs
4	Buses over 16 passengers	8	24,000 lbs or more
		9	Special use

ADD REQUIRED EQUIPMENT DATA (cont'd.)

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----A D D R E Q U I R E D E Q U I P M E N T D A T A-----				
CURR STATUS		WCF ACTY		SUB UNIT
PROGRAM		REGION		EQUIP CLASS
MFGR CODE		MODEL YEAR		ACQU CODE
SF82 CODE		ACCT OFFICER		PRIM FUEL
DRIVE		GVWR		MFGR EPA
CREDIT CARD		PROP DESC		
MOUNTED VEH		PO NO		DATE RCVD
ACCESSORIES		ODOMETER		LICENSE NO
CAPITAL VAL		SALVAGE		FOR/DOM LOC
PLAN FY REP		EST LIFE YRS		FS/GSA CODE
ACCTG DATA		ACCUM DEPREC		VEHICLE LOC
COND CODE		REMAIN MO		DOL CODE

-CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- ADDL DATA -PF5- MOD

ADD REQUIRED EQUIPMENT DATA (cont'd.)

USER INTERACTION WITH CRT SCREEN

16. **ACCT OFFICER:** Each agency designates the Accountable Officer (AO) having jurisdictional authority over the equipment owned or controlled by the agency. Key in the three numbers to identify the agency-assigned AO number. This is a required entry.

17. **PRIM FUEL:** Key in one of the following one-digit codes to identify the primary fuel used to propel the vehicle. This is a required entry.

<u>Code</u>	<u>Type</u>
0	Non (FS only)
1	Gasoline
2	Diesel
3	Aircraft
4	Electric
5	Other

18. **DRIVE:** Key in the three alphanumeric characters to indicate the number of drive wheels of the vehicle (e.g., 4X2, 4X4, 6X4, 6X6, etc.).

19. **GVWR:** Key in up to six digits to indicate, in pounds, the gross vehicle weight rating (GVWR) of the vehicle (e.g., 4,000 lbs = 4000). This is a required entry for specific equipment class codes.

20. **MFGR EPA:** Key in three digits, plus decimal, to indicate the EPA rating assigned by the manufacturer (e.g., 22.4). Whole numbers do not require the decimal (e.g., an EPA rating of 19 is keyed in as 19 or 19.0).

21. **CREDIT CARD:** Key in the ten-digit number of the U.S. Government National Credit Card (SF-149) assigned to the vehicle. All vehicles assigned a vehicle license tag must reflect a numbered credit card. Pool card assignments are not acceptable in the system.

22. **PROP DESC:** Key in up to 20 alphanumeric characters to indicate any additional property description required by the agency.

ADD REQUIRED EQUIPMENT DATA (cont'd.)

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----A D D R E Q U I R E D E Q U I P M E N T D A T A-----				
CURR STATUS		WCF ACTY		SUB UNIT
PROGRAM		REGION		EQUIP CLASS
MFGR CODE		MODEL YEAR		ACQU CODE
SF82 CODE		ACCT OFFICER		PRIM FUEL
DRIVE		GWR		MFGR EPA
CREDIT CARD		PROP DESC		
MOUNTED VEH (23)		PO NO (24)	TYPE	DATE RCVD (25) (28)
ACCESSORIES		ODOMETER		LICENSE NO
CAPITAL VAL		SALVAGE		FOR/DOM LOC
PLAN FY REP		EST LIFE YRS		FS/GSA CODE
ACCTG DATA		ACCUM DEPREC		VEHICLE LOC
COND CODE		REMAIN MO		DOL CODE

-CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- ADDL DATA -PF5- MOD

ADD REQUIRED EQUIPMENT DATA (cont'd.)

USER INTERACTION WITH CRT SCREEN

23. **MOUNTED VEH:** Key in the special application code that best describes the type of equipment mounted on the vehicle. See Appendix D for definition of codes. This is a required entry, if applicable.
24. **PO NO:** Key in up to 13 alphanumeric characters to identify the purchase order number (or other document number) used to acquire the vehicle.
TYPE: Key in the one-digit code contained only in the APHIS purchase order number.
25. **DATE RCVD:** Key in the six-digit date on which the vehicle was received (e.g., key in month, day, and year as 010188). This is a required entry.
26. **ACCESSORIES:** Key in up to five two-position alphanumeric codes without a space between codes, to identify accessories/modifications attached to the vehicle. Codes are included in GSA published Federal Standards and Specifications (e.g., air conditioning = AC, AM radio = RA, key in ACRA).
27. **ODOMETER:** Key in up to six digits to indicate the odometer reading at the time of vehicle delivery. Use whole miles, rounding up or down.
28. **LICENSE NO:** Key in up to ten alphanumeric characters to indicate the license plate number assigned to the vehicle. This is a required entry.

ADD REQUIRED EQUIPMENT DATA (cont'd.)

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----A D D R E Q U I R E D E Q U I P M E N T D A T A-----				
CURR STATUS	WCF ACTY	REGION	SUB UNIT	
PROGRAM	MODEL YEAR	ACCT OFFICER	EQUIP CLASS	
MFGR CODE	GVWR	PROP DESC	ACQU CODE	
SF82 CODE			PRIM FUEL	
DRIVE			MFGR EPA	
CREDIT CARD				
MOUNTED VEH	PO NO	TYPE	DATE RCVD	
ACCESSORIES	ODOMETER		LICENSE NO	(31)
CAPITAL VAL	SALVAGE		FOR/DOM LOC	(34)
PLAN FY REP	EST LIFE YRS		FS/GSA CODE	
ACCTG DATA	ACCUM DEPREC		VEHICLE LOC	
COND CODE	REMAIN MO		DOL CODE	

-CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- ADDL DATA -PF5- MOD

ADD REQUIRED EQUIPMENT DATA (cont'd.)

USER INTERACTION WITH CRT SCREEN

29. **CAPITAL VAL:** Key in up to ten digits to indicate the acquisition cost (capitalized value), in dollars and cents, of the vehicle including modifications (e.g., \$12,345,678.90 is keyed in as 12345678.90). This figure will be updated whenever costs are incurred due to modifications to the vehicle. Do not include the initial servicing cost (e.g., gas, oil, etc.). This is a required entry for agency-owned vehicles.
30. **SALVAGE:** Key in up to seven digits to indicate the estimated salvage value of the vehicle as determined by the agency. Key in whole dollars only. This is a required entry for agency-owned vehicles.
31. **FOR/DOM LOC:** The system will generate "D" for domestic location of the vehicle in the U.S. or outlying areas of the U.S. If the vehicle is located in a foreign country, the user can key in "F" to change.
32. **PLAN FY REP:** Key in the last two digits of the calendar year in which the vehicle is expected to be replaced.
33. **EST LIFE YRS:** Key in up to two digits to indicate the number of years the vehicle is expected to be in service.
34. **FS/GSA CODE:** Key in one of the following one-digit GSA codes to report FS vehicle inventory to the Office of Operations (00).
- | <u>Code</u> | <u>Description</u> | <u>Code</u> | <u>Description</u> |
|-------------|--------------------|-------------|--------------------|
| 0 | Small | 3 | Midsize |
| 1 | Subcompact | 4 | Large |
| 2 | Compact | 5 | Limousine |
35. **ACCTG DATA:** Key in the applicable 3-position appropriation code.
36. **ACCUM DEPREC:** Key in up to nine digits to indicate the accumulated depreciation of the vehicle as determined by the agency. Key in dollars and cents (e.g., \$1,234,567.89 keyed in as 1234567.89).

ADD REQUIRED EQUIPMENT DATA (cont'd.)

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----A D D R E Q U I R E D E Q U I P M E N T D A T A-----				
CURR STATUS		WCF ACTY		SUB UNIT
PROGRAM		REGION		EQUIP CLASS
MFGR CODE		MODEL YEAR		ACQU CODE
SF82 CODE		ACCT OFFICER		PRIM FUEL
DRIVE		GWWR		MFGR EPA
CREDIT CARD		PROP DESC		
MOUNTED VEH		PO NO	TYPE	DATE RCVD
ACCESSORIES		ODOMETER		LICENSE NO
CAPITAL VAL		SALVAGE		FOR/DOM LOC
PLAN FY REP		EST LIFE YRS		FS/GSA CODE
ACCTG DATA		ACCUM DEPREC		VEHICLE LOC
COND CODE		REMAIN MO		DOL CODE

(37)

(38)

-CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- ADDL DATA -PF5- MOD

ADD REQUIRED EQUIPMENT DATA (cont'd.)

USER INTERACTION WITH CRT SCREEN

37. **VEHICLE LOC:** Key in the two-digit FIPS state code or, if the vehicle is located in a foreign country, use the two-character alpha code (required entry). The system will automatically tab to the next field. Key in the four-digit FIPS city code (required entry), then key in the three-digit numeric FIPS county code. All codes are found in the GSA Worldwide Geographic Location Codes publication.

38. **COND CODE:** Key in one of the following condition codes which reflect the vehicle operational/serviceability status.

<u>Code</u>	<u>Condition</u>
1	Unused - Good
2	Unused - Fair
3	Unused - Poor
4	Used - Good
5	Used - Fair
6	Used - Poor
7	Repairs Required - Good
8	Repairs Required - Fair
9	Repairs Required - Poor
X	Salvage
S	Scrap

ADD REQUIRED EQUIPMENT DATA (cont'd.)

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----A D D R E Q U I R E D E Q U I P M E N T D A T A-----				
CURR STATUS		WCF ACTY		SUB UNIT
PROGRAM		REGION		EQUIP CLASS
MFGR CODE		MODEL YEAR		ACQU CODE
SF82 CODE		ACCT OFFICER		PRIM FUEL
DRIVE		GVWR		MFGR EPA
CREDIT CARD		PROP DESC		
MOUNTED VEH		PO NO	TYPE	DATE RCVD
ACCESSORIES		ODOMETER		LICENSE NO
CAPITAL VAL		SALVAGE		FOR/DOM LOC
PLAN FY REP		EST LIFE YRS		FS/GSA CODE
ACCTG DATA		ACCUM DEPREC		VEHICLE LOC
COND CODE		REMAIN MO		DOL CODE

-CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- ADDL DATA -PF5- MOD

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ADD REQUIRED EQUIPMENT DATA (cont'd.)

USER INTERACTION WITH CRT SCREEN

39. REMAIN MO: Key in up to three digits to indicate the number of months the vehicle is to be depreciated (e.g., for sedans, this figure would normally be 72).
40. DOL CODE: Key in the one-character Department of Labor code. This field is applicable to Agency 11, FS, only.
- After all data has been keyed in, press the Enter key. If no errors are encountered, the system adds the data to the file and responds with the message "Record Successfully Added." If there is incorrect or missing data in a critical field, the cursor will move to the first incorrect field and the system will display up to four error messages at a time. Correct the field(s) in error and press the Enter key.
- To initiate the exit routine, press the Clear key; to return to the Update menu options, press the PF2 key; to return to the Inquiry menu options, press the PF3 key; to advance to the Additional Data screen, press the PF4 key; to return to the Modify Required Equipment data screen, press the PF5 key.

CRT SCREEN EXHIBIT

ADDITIONAL EQUIPMENT DATA

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----A D D I T I O N A L E Q U I P M E N T D A T A-----				
CURR STATUS 2	1	AREA CODE 2	GROUP CODE 3	TRANS TYPE 6
ADDL ORGAN 4	5	MODEL 5	CUB INCH DIS 9	TIRE SIZE-R 12
TRANS SPEED 7	8	NO CYLINDER 8	MILEAGE RATE	ADDL VEH NO
REAR AXLE 10	11	TIRE SIZE-F 11		DISP DOC TYPE
VEH PAYLOAD		MTHLY LEASE		
FOR/DOM MD D		SERIAL NO		
CONTRACT NO		LEASE CAR NO		
DISP DATE		DISP DOC NO		
RPL PO NO		MOVIS CLASS 108		

-CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- REQ DATA

ADDITIONAL EQUIPMENT DATA

USER INTERACTION WITH CRT SCREEN

Additional Equipment Data screen (shown above) is the second screen for entering equipment data into EMIS. The key identifiers are automatically forwarded from the Add Required Equipment Data screen.

1. **CURR STATUS:** This field is system generated. The system will automatically default to next field.
2. **AREA CODE:** Key in the four-position alpha code used by your agency.
3. **GROUP CODE:** Key in the two-position alpha code used by your agency.
4. **ADDL ORGAN:** Key in up to 10 additional alphanumeric organizational codes used by your agency.
5. **MODEL:** Key in up to 14 alphanumeric characters to describe the vehicle model. (e.g., Fairmont, Fury III, etc.)
6. **TRANS TYPE:** Key in one-position character to indicate the transmission type. (e.g., A = automatic, M = manual.)
7. **TRANS SPEED:** Key in the two-digit code to indicate the number of forward transmission speeds. (e.g., for a 4 speed, key in "04".)
8. **NO CYLINDER:** Key in the one-digit code to indicate the number of cylinders in the engine. (e.g., 4 = four cylinders.)
9. **CUB INCH DIS:** Key in either three or four digits to indicate the cubic inch or centimeter displacement (CID) or liter size of the engine.
10. **REAR AXLE:** Key in one digit to indicate the number of speeds (gears) contained in the rear axle or transfer case.
11. **TIRE SIZE-F:** Key in up to 10 alphanumeric characters to indicate the front tire size.
12. **TIRE SIZE-R:** Key in up to 10 alphanumeric characters to indicate the rear tire size.

CRT SCREEN EXHIBIT

ADDITIONAL EQUIPMENT DATA (cont'd.)

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----A D D I T I O N A L E Q U I P M E N T D A T A-----				
CURR STATUS 2		AREA CODE		GROUP CODE
ADDL ORGAN		MODEL		TRANS TYPE
TRANS SPEED		NO CYLINDER		CUB INCH DIS
REAR AXLE		TIRE SIZE-F		TIRE SIZE-R
VEH PAYLOAD	(13)	MTHLY LEASE	(14)	MILEAGE RATE (15)
FOR/DOM MD D	(16)	SERIAL NO	(17)	ADDL VEH NO (20)
CONTRACT NO	(18)	LEASE CAR NO	(19)	DISP DOC TYPE
DISP DATE		DISP DOC NO		
RPL PO NO		MOVIS CLASS	108	

CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- REQ DATA

ADDITIONAL EQUIPMENT DATA (cont'd.)

USER INTERACTION WITH CRT SCREEN

13. VEH PAYLOAD: Key in up to six digits to indicate the vehicle payload in pounds.
14. MTHLY LEASE: Key in the monthly lease cost, in dollars and cents, of GSA and commercially leased vehicles. Example: Seventy-two dollars and sixty-five cents = 72.65.
15. MILEAGE RATE: Key in up to five digits to indicate the rate-per-mile charge of GSA Interagency Motor Pool System vehicles (e.g., 5 cents = .050, 5.5 cents = .055, .15 cents = .150, \$1.00 = 1.000). Include leading decimal. This is a required entry.
16. FOR/DOM MADE: The system will generate "D" for domestic made vehicle. If foreign made, user can key in "F" to change.
17. SERIAL NO: Key in up to 20 alphanumeric characters to indicate the manufacturer's assigned vehicle serial number.
18. CONTRACT NO: Key in up to 14 alphanumeric characters to indicate the GSA contract number under which the vehicle was acquired.
19. LEASE CAR NO: Key in up to seven alphanumeric characters to indicate leased vehicles. (Used only by Agencies 07, 42, 37.)
20. ADDL VEH NO: Key in up to eight alphanumeric characters to indicate additional vehicle information. (Used only by Agency 37, FSIS.)

CRT SCREEN EXHIBIT

ADDITIONAL EQUIPMENT DATA (cont'd.)

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----A D D I T I O N A L E Q U I P M E N T D A T A-----				
CURR STATUS 2		AREA CODE		GROUP CODE
ADDL ORGAN		MODEL		TRANS TYPE
TRANS SPEED		NO CYLINDER		CUB INCH DIS
REAR AXLE		TIRE SIZE-F		TIRE SIZE-R
VEH PAYLOAD		MTHLY LEASE		MILEAGE RATE
FOR/DOM MD D		SERIAL NO		ADDL VEH NO
CONTRACT NO		LEASE CAR NO (22)		DISP DOC TYPE (23)
DISP DATE (21)		DISP DOC NO (24)		
RPL PO NO		MOVIS CLASS 108 (25)		

CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- REQ DATA

ADDITION EQUIPMENT DATA (cont'd.)

USER INTERACTION WITH CRT SCREEN

21. **DISP DATE:** Key in the month, day, and year to record the disposition date of the equipment. For example, if the disposition date is January 17, 1989, key in 011789. Used only by Agency 34, APHIS and those agencies serviced by APHIS.
22. **DISP DOC NO:** Key in up to ten digits to record the disposition document number. Applicable only to agency 34, APHIS, and those agencies serviced by APHIS.
23. **DISP DOC TYPE:** Key in the one position numeric code. Used only by Agency 34, APHIS, and those agencies serviced by APHIS.
24. **RPL PO NO:** Key in up to 13 alphanumeric characters to identify the purchase order number against which this equipment's planned replacement was issued.
25. **MOVIS CLASS:** The system will generate three digits to identify the applicable MOVIS code. See Appendix B for applicable codes.

After all data has been keyed in, press the Enter key to add the information to the file. If there is incorrect or missing data, the cursor will move to the first incorrect field and the system will display up to four error messages. The data needs to be correct in order for the record to be accepted.

Press the applicable PF key to continue or the Clear key to initiate the exit routine.

MODIFY REQUIRED EQUIPMENT DATA

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

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AGENCY      REGION      UNIT      OWNER TYPE      EQUIPMENT NO
-----MODIFY REQUIRED EQUIPMENT DATA-----
CURR STATUS  WCF ACTY      SUB UNIT
PROGRAM      REGION        EQUIP CLASS
MFGR CODE   MODEL YEAR    ACQU CODE
SF82 CODE   ACCT OFFICER PRIM FUEL
DRIVE       GWR           MFGR EPA
CREDIT CARD PROP DESC

MOUNTED VEH PO NO        TYPE      DATE RCVD
ACCESSORIES ODOMETER    LICENSE NO
CAPITAL VAL SALVAGE      FOR/DOM LOC
PLAN FY REP EST LIFE YRS FS/GSA CODE
ACCTG DATA ACCUM DEPREC VEHICLE LOC
COND CODE   REMAIN MO   DOL CODE

CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- ADDL DATA -PF5- ADD
  
```

MODIFY REQUIRED EQUIPMENT DATA

USER INTERACTION WITH CRT SCREEN

After selecting option 2 from the Update Menu on page 46, the above Modify Required Equipment Data screen will be displayed. This option is used to change or delete data in the master record.

To change any data, it is only necessary to insert the correct data in the field that is to be corrected. To delete data from the master record, it is necessary to insert a blank space(s) in the field. The field must also be identified as an optional field. A space in a required field will produce an error message and the removal of data will not be accomplished.

Complete the key-identifying line (page 15) at the top of the screen. All users key in the agency, owner type, and equipment no. Forest Service must also key in its region and unit numbers. Press the Enter key to obtain the screen of data for the equipment identified.

The system is automatically in the modify mode and ready to accept corrections. Tab to the field(s) which require(s) new or corrected data and key in the specified information. Once all modifications have been completed on the screen, press the Enter key and the data will be updated. The message at the bottom of the screen, "Record Successfully Updated," confirms that the action taken was successful.

Press the applicable PF key to continue or the Clear key to initiate the exit routine.

CRT SCREEN EXHIBIT

ADDITIONAL EQUIPMENT DATA

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----A D D I T I O N A L E Q U I P M E N T D A T A-----				
CURR STATUS		AREA CODE		GROUP CODE
ADDL ORGAN		MODEL		TRANS TYPE
TRANS SPEED		NO CYLINDER		CUB INCH DIS
REAR AXLE		TIRE SIZE-F		TIRE SIZE-R
VEH PAYLOAD		MTHLY LEASE		MILEAGE RATE
FOR/DOM MD		SERIAL NO		ADDL VEH NO
CONTRACT NO		LEASE CAR NO		DISP DOC TYPE
DISP DATE		DISP DOC NO		
RPL PO NO		MOVIS CLASS		

-CLEAR- EXIT -PF2- UPD MENU -PF3- INQ MENU -PF4- REQ DATA -PF7- PREV -PF8- NEXT

ADDITIONAL EQUIPMENT DATA

USER INTERACTION WITH CRT SCREEN

Access to the above Additional Equipment Data screen is obtained by utilizing the PF4 key at the initial Modify Equipment Data screen. Users can accept the key identifiers automatically forwarded from the initial screen or key in new identifiers. Once the key identifiers are established, the screen is ready for corrections. Tab to the field(s) that requires new or corrected data and key in the specified information. After all modifications have been completed on the screen, press the Enter key and the system will update the master file. The message at the bottom of the screen, "Record Successfully Updated," confirms that the action taken was successful. If an error is encountered, an error message is displayed at the bottom of the screen. Correct the field in error and press the Enter key.

Press the applicable PF key to continue or the Clear key to initiate the exit routine.

NOTE: The Additional Equipment Data screen is also used when adding new equipment.

TRANSFER/DISPOSAL OF EQUIPMENT

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY (1) REGION (2) UNIT (3) OWNER TYPE (4) EQUIPMENT NO (5)

-----TRANSFER / DISPOSAL EQUIPMENT DATA-----

TRAN/DISP STATUS

-CLEAR- EXIT

-PF2- UPDATE MENU

-PF3- INQUIRY MENU

TRANSFER/DISPOSAL EQUIPMENT DATA

USER INTERACTION WITH CRT SCREEN

After selecting option 3 from the Update Menu on page 46, the above Transfer/Disposal Equipment Data screen will be displayed. This option is used to transfer or dispose of equipment in EMIS. Users key in the key identifiers (numbers 1 through 5 below) plus the one-position status code (number 6, next page) before the complete text of the screen is provided.

1. **AGENCY:** Key in the two-position code that identifies your agency. See Appendix A for a list of agency codes. This is a required entry. Once keyed in, the program will automatically tab to the next field. FS users automatically tab to the Region field while all other users skip to the Owner Type field.
2. **REGION:** Key in the two-digit region code. This is a required entry for FS only.
3. **UNIT:** Key in the two-digit unit code. This is a required entry for FS only.
4. **OWNER TYPE:** Key in one of the following one-digit codes which identifies the ownership type of the vehicle. This is a required entry.

<u>Code</u>	<u>Owner Type</u>
1	Working Capital Fund
2	Reserved
3	Agency Owned
4	Leased, Commercially
5	Leased, GSA

5. **EQUIPMENT NO:** Key in the agency assigned vehicle number. Agency assignments may vary up to seven positions. This is a required entry.

TRANSFER/DISPOSAL EQUIPMENT DATA (cont'd.)

USER INTERACTION WITH CRT SCREEN

6. TRAN/DISP STATUS: Key in one of the following codes which reflect the current status of the equipment.

<u>Code</u>	<u>Status</u>
7	Transferred Within USDA
8	Sold or Otherwise Disposed of
9	Transferred Outside USDA
A	Sold With No Replacement
B	Donated
C	Salvaged

NOTE: The agencies listed below are restricted to using the following status codes:

Agency 11 is only authorized to use Codes 7 or 8. (See page 81.)

Agency 16 is only authorized to use Codes 7, 8, or 9. (See page 85.)

Agencies 01, 05, 08, 10, 13, 15, 18, 20, 30, 43, 90, and 98 are only authorized to use Code 8. (See page 89.)

After entering the key-identifying line and the status code, press the Enter key. The program will edit the data entered and, if acceptable, will display the message "Record Successfully Obtained" at the bottom of the screen. The user can then continue entering data. See the following page for the resulting screen. If required data is incorrect, the cursor will move to the first incorrect field and an error message will display at the bottom of the screen.

TRANSFER/DISPOSAL EQUIPMENT DATA (cont'd.)

CRT SCREEN EXHIBIT

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    U. S. DEPARTMENT OF AGRICULTURE
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    EQUIPMENT MANAGEMENT INFORMATION SYSTEM

    AGENCY      REGION      UNIT      OWNER TYPE      EQUIPMENT NO
    -----TRANSFER/DISPOSAL EQUIPMENT DATA-----
    TRAN/DISP STATUS
    TRAN/DISP DATE ①      SALE PROCEEDS ②

    -----TRANSFER/DISPOSAL ADDRESS-----
    NAME ③
    ADDRESS LINE 1 ④
    ADDRESS LINE 2 ⑤
    CITY/STATE/ZIP ⑥

    -CLEAR- EXIT          -PF2- UPDATE MENU          -PF3- INQUIRY MENU
    ***
  
```

TRANSFER/DISPOSAL EQUIPMENT DATA (cont'd.)

USER INTERACTION WITH CRT SCREEN

The transfer/disposal task is agency specific; therefore, the resulting screen displayed after the acceptance of the identifiers depends upon the particular agency and status codes used.

After acceptance of the key identifiers and transfer/disposal status code, the above screen will be displayed for all agencies, with the following exceptions: FS users proceed to page 80, SCS users proceed to page 84, and APHIS users proceed to page 88. The cursor will advance to the next fixed data field after each entry is made or you may use the forward tab key to continue to the next field. This key is also used to skip a field that requires no entry.

1. **TRAN/DISP DATE:** Key in the six-digit date (mm/dd/yy) the vehicle was transferred or disposed of. For example, if the date was January 17, 1989, key in 011789. This field can indicate the date the vehicle was transferred, either within USDA or outside USDA, or the date the vehicle was disposed of permanently by either salvage, sale, or other disposition.
2. **SALE PROCEEDS:** Key in up to eight digits to reflect the whole dollar amount received from the sale of the equipment. If transferred without monetary stipulations, leave blank.
3. **NAME:** Key in up to 30 characters to identify the name of the new receiving user of the equipment.
4. **ADDRESS LINE 1:** Key in up to 35 characters to record the first line or main address of the new receiving user of the equipment.
5. **LINE 2:** Key in up to 30 characters to record the second line of the address of the new receiving user of the equipment. This is an optional entry. If none, leave blank.
6. **CITY/STATE/ZIP:** Key in up to 35 characters to record the city, state, and zip code of the new receiving user of the equipment.

Once all data is keyed in, press the Enter key to record the transfer or disposal of the equipment identified.

Press the applicable PF key to continue or the Clear key to initiate the exit routine.

CRT SCREEN EXHIBIT

TRANSFER/DISPOSAL EQUIPMENT DATA (cont'd.)

U. S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----TRANSFER/DISPOSAL EQUIPMENT DATA-----				
TRAN/DISP STATUS	7			
TRAN/DISP DATE	(1)			
-----TRANSFER TO DATA-----				
AGENCY	REGION	UNIT	OWNER TYPE	STATUS
EQUIPMENT NO	WCF ACTIVITY	SUB UNIT		
(2)				
-CLEAR- EXIT	-PF2- UPDATE MENU			-PF3- INQUIRY MENU

TRANSFER/DISPOSAL EQUIPMENT DATA (cont'd.)

USER INTERACTION WITH CRT SCREEN

The above screen, accessed by following instructions on page 75, is for use by Forest Service (FS), Agency 11, to record a transferred vehicle (TRAN/DISP STATUS: 7).

1. TRAN/DISP DATE: Key in the six-digit date, mm/dd/yy, the vehicle was transferred. For example, if the date was January 17, 1989, key in 011789.
2. Key in the new key identifiers (page 15) plus the four-position alphanumeric MCF activity code, the two-digit subunit code, and the one-digit status code (page 51) for the equipment transferred by FS.

Press the Enter key. If data is incorrect or missing, the cursor will move to the first incorrect field and an error message(s) will appear at the bottom of the screen. Data must be correct before transfer is accepted.

Press the applicable PF key to continue or the Clear key to initiate the exit routine.

TRANSFER/DISPOSAL EQUIPMENT DATA (cont'd.)

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
--------	--------	------	------------	--------------

-----TRANSFER/DISPOSAL EQUIPMENT DATA-----

TRAN/DISP STATUS 8

TRAN/DISP DATE (1) SALE PROCEEDS (2)

-CLEAR- EXIT -PF2- UPDATE MENU -PF3- INQUIRY MENU

TRANSFER/DISPOSAL EQUIPMENT DATA (cont'd.)

USER INTERACTION WITH CRT SCREEN

The above screen, accessed by following instructions on page 75, is for FS use to dispose of a vehicle (TRAN/DISP STATUS: 8).

1. **TRAN/DISP DATE:** Key in the six-digit date (mm/dd/yy) the vehicle was transferred. For example, if the date was January 17, 1989, key in 011789.
2. **SALE PROCEEDS:** Key in up to eight digits to indicate the whole dollar amount received from the sale of the equipment/vehicle.
Press the Enter key. If data is incorrect or missing, the cursor will move to the first incorrect field.
Press the applicable PF key to continue or the Clear key to initiate the exit routine.

TRANSFER/DISPOSAL EQUIPMENT DATA (cont'd.)

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----TRANSFER/DISPOSAL EQUIPMENT DATA-----				
TRAN/DISP STATUS 7				
TRAN/DISP DATE (1)				
-----TRANSFER-----TO-----DATA-----				
AGENCY	(2)	16		
EQUIPMENT NO	(3)			
-CLEAR- EXIT				
-PF2- UPDATE MENU				
-PF3- INQUIRY MENU				

TRANSFER/DISPOSAL EQUIPMENT DATA (cont'd.)

USER INTERACTION WITH CRT SCREEN

The above screen, accessed by following instructions on page 75, is for use by Soil Conservation Service (SCS), Agency 16, to record a transferred vehicle (TRAN/DISP STATUS: 7).

1. TRAN/DISP DATE: Key in the six-digit date, mm/dd/yy, the equipment was transferred. For example, if the date was January 17, 1989, key in 011789.
2. AGENCY: The system will generate the two-position agency code. Users can only transfer within their agency.
3. EQUIPMENT NO: Key in up to seven alphanumeric positions to identify the number assigned by the new agency.

Press the Enter key. Program edits will advise of any error.

Press the applicable PF key to continue or the Clear key to initiate the exit routine.

TRANSFER/DISPOSAL EQUIPMENT DATA (cont'd.)

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----TRANSFER / DISPOSAL EQUIPMENT DATA-----				
TRAN/DISP STATUS 8				
TRAN/DISP DATE	(1)	SALE PROCEEDS	(2)	ODOMETER (3)

-CLEAR- EXIT

-PF2- UPDATE MENU

-PF3- INQUIRY MENU

TRANSFER/DISPOSAL EQUIPMENT DATA (cont'd.)

USER INTERACTION WITH CRT SCREEN

The above screen, accessed by following instructions on page 75, is for SCS use to dispose of a vehicle (TRAN/DISP STATUS: 8).

1. **TRAN/DISP DATE:** Key in the six-digit date, mm/dd/yy, the equipment was transferred. For example, if the date was January 17, 1989, key in 011789.
2. **SALE PROCEEDS:** Key in up to eight digits to indicate the whole dollar amount received from the sale of the equipment.
3. **ODOMETER:** Key in up to six digits to indicate the odometer reading of the equipment at the time of its disposition. For example, key in 99999.8 miles as 100000.
Press the Enter key. Program edits will advise if entry is acceptable.
Press the applicable PF key to continue or the Clear key to initiate the exit routine.

TRANSFER/DISPOSAL EQUIPMENT DATA (cont'd.)

USER INTERACTION WITH CRT SCREEN

The above screen, accessed by following instructions on page 75, is used by APHIS, Agency 34, and all agencies serviced by APHIS, to transfer or dispose of equipment.

1. **TRAN/DISP DATE:** Key in the six-digit date, mm/dd/yy, the equipment was transferred. For example, if the date was January 17, 1989, key in 011789.
2. **SALE PROCEEDS:** Key in up to eight digits to indicate the whole dollar amount received from the sale of the equipment.
3. **ODOMETER:** Key in up to six digits to indicate the odometer reading of the equipment at the time of its disposition. For example, if the odometer is 99999.8 key in 100000.
4. **DISPOSITION DATE:** Key in the six-digit date, mm/dd/yy, the equipment was disposed of. For example, if the date was January 17, 1989, key in 011789. The date is from the disposition document used by APHIS.
5. **DOCUMENT NO:** Key in up to 10 alphanumeric positions to indicate the document number. The number is from the disposition document used by APHIS.
6. **DOCUMENT TYPE:** Key in the one-digit code used on the disposition document.
7. **NAME:** Key in up to 30 alphanumeric characters to indicate the name of the organization receiving the equipment.
8. **ADDRESS LINE 1:** Key in up to 30 alphanumeric characters of the first line address of the receiving organization.
9. **LINE 2:** Key in up to 30 alphanumeric characters of the second line of address of the receiving organization. If none, leave blank.
10. **CITY/STATE/ZIP:** Key in up to 35 alphanumeric characters to identify the name of the city, state, and zip code of the organization receiving the transferred or disposed equipment.
Press the Enter key. Program edits will advise of any errors.
Press the applicable PF key to continue or the Clear key to initiate the exit routine.

DELETE EQUIPMENT MASTER

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	REGION	UNIT	OWNER TYPE	EQUIPMENT NO
-----DELETE EQUIPMENT MASTER-----				

-CLEAR- EXIT

-PF2- UPDATE MENU

-PF3- INQUIRY MENU

DELETE EQUIPMENT MASTER

USER INTERACTION WITH CRT SCREEN

After selecting option 4 from the Update Menu on page 46, the above Delete Equipment Master screen will be displayed. This option is used to delete equipment/vehicle from the master record in EMIS. As users key in the key identifiers (page 15), the cursor will automatically advance to the next fixed data field or users should press the forward Tab key to continue to the next field. This key is also used to skip a field that requires no data.

NOTE: The EMIS program will keep equipment flagged for deletion until the end of the current month. Flagged equipment may be queried until deleted from the file.

DELETE EQUIPMENT MASTER (cont'd.)

USER INTERACTION WITH CRT SCREEN

After the required identifiers are successfully entered, the EMIS program will display instructions to confirm the deletion or cancel the function. See the above screen.

Press the PF4 key to flag the vehicle for deletion. The message at the bottom of the screen, "Record Successfully Flagged for Delete," confirms that the action taken was successful. Users have until the end of the current month to remove a recorded delete flag.

Press the Enter key to cancel the function.

Press the Clear key to initiate the exit routine.

Press the PF2 key to return to the Update Menu.

Press the PF3 key to return to the Inquiry Menu.

DELETE EQUIPMENT MASTER (cont'd.)

USER INTERACTION WITH CRT SCREEN

The above screen shows a record previously flagged for deletion.

Press the PF5 key to remove the delete flag. The message at the bottom of the screen, "Record Delete Flag has been Removed Successfully," confirms that the action taken was successful.

Press the Enter key to cancel this function.

Press the Clear key to initiate the exit routine.

Press the PF2 key to reach the Update Menu screen.

Press the PF3 key to reach the Inquiry Menu screen.

OPERATIONAL DATA
 (not available to FS users)

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	OWNER TYPE	EQUIPMENT NO
-----OPERATIONAL DATA-----		
DAYS USED	CURRENT ODOMETER	COMM LEASE
NOT USED MAINT	COMM FUEL - GALLONS	LITERS
STAND-BY	GOVT FUEL - GALLONS	LITERS
ACCIDENT	FUEL COST	QTS OIL
GONE	MAINT OTHER COST-COMM	GOVT
OTHER		
NO ACCIDENTS	-----INSPECTION	D A T A-----
COMM ACCIDENT	DATE	-O D O M E T E R S-
RECOV ACCIDENT	ODOMETER	LUBE
STORAGE COST	PREVENTIVE MAINT COST	TIRE
TIRE COST	ANTI-FREEZE DATE	ALIGNMENT
	TUNE-UP DATE	AIR FILTER
		TUNE UP
-CLEAR- EXIT	-PF2- UPDATE MENU	-PF3- INQUIRY MENU

OPERATIONAL DATA
(not available to FS users)

USER INTERACTION WITH CRT SCREEN

The above Operational Data screen, accessed by following instructions on page 47, is used to record operational and inspection information in EMIS. (This task is not available to Forest Service.) As users key in the key identifiers (page 15), the cursor will advance to the next fixed data field.

After completing the key-identifying line, press the Enter key. Program edits in EMIS will advise if data is acceptable. If required data is incorrect, the cursor will move to the first incorrect field and an error message will display at the bottom of the screen. Once the key identifiers are accepted, users can update the record.

OPERATIONAL DATA (cont'd.)
(not available to FS users)

USER INTERACTION WITH CRT SCREEN

1. DAYS USED: Key in up to two digits to indicate the number of days the vehicle was driven.
2. CURRENT ODOMETER: Key in up to six digits to indicate the odometer reading at the end of the reporting period. Use whole miles, rounding up or down.
3. COMM LEASE: Key in up to five digits to indicate the dollar cost (omit cents) of the lease on a monthly basis of GSA and commercially leased vehicles.
4. NOT USED MAINT: Key in up to two digits to indicate the number of days the vehicle was not used due to maintenance.
5. COMM FUEL-GALLONS-LITERS: Key in up to five digits to indicate either the number of (a) gallons or (b) liters pumped from a commercial source. The program will automatically convert liters into gallons.
6. STAND-BY: Key in up to two digits to indicate the number of days the vehicle was on stand-by.
7. GOVT FUEL-GALLONS-LITERS: Key in up to five digits to indicate either the number of (a) gallons or (b) liters pumped from a Government source. The system will automatically convert liters into gallons.
8. ACCIDENT: Key in up to two digits to indicate the number of days the vehicle was inoperable due to accident damage.
9. FUEL COST: Key in up to five digits to indicate the fuel cost in whole dollars if obtained from a commercial pump. Do not enter cost of Government dispensed fuel.
10. QTS OIL: Key in up to three digits to indicate the number of quarts of oil added to the vehicle. This does not include the quarts added at oil changes.
11. GONE: Key in up to two digits to indicate the number of days the vehicle was not used by the owning (holding) agency because the vehicle was on loan to another agency, department, etc.

OPERATIONAL DATA (cont'd.)
 (not available to FS users)

CRT SCREEN EXHIBIT

U. S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 EQUIPMENT MANAGEMENT INFORMATION SYSTEM

AGENCY	OWNER TYPE	EQUIPMENT NO
-----O P E R A T I O N A L D A T A-----		
DAYS USED NOT USED MAINT STAND-BY ACCIDENT GONE OTHER	CURRENT ODOMETER COMM FUEL - GALLONS GOVT FUEL - GALLONS FUEL COST MAINT OTHER COST-COMM	COMM LEASE LITERS LITERS QTS OIL GOVT
NO ACCIDENTS COMM ACCIDENT RECOV ACCIDENT STORAGE COST TIRE COST	DATE ODOMETER PREVENTIVE MAINT COST ANTI-FREEZE DATE TUNE-UP DATE	D A T A -O D O M E T E R S- LUBE TIRE ALIGNMENT AIR FILTER TUNE UP
(14) (16) (18)	(15) (17) (20)	(12) (18)
(13)		
-CLEAR- EXIT	-PF2- UPDATE MENU	-PF3- INQUIRY MENU

OPERATIONAL DATA (cont'd.)
(not available to FS users)

USER INTERACTION WITH CRT SCREEN

12. **MAINT OTHER COST-COMM:** Key in up to five digits to indicate the whole dollar amount paid for maintenance costs for work accomplished by (a) commercial contract or leave blank; tab to (b) GOVT and key in the whole dollar amount paid for maintenance costs for work accomplished by any Government agency's maintenance facility.
NOTE: Direct maintenance costs will include all expenses incurred to maintain the vehicle. This includes oil, whether added on a periodic basis or as part of an oil change, and lubrication.
13. **OTHER:** Key in up to two digits to indicate the number of days not used due to reasons other than those above. Weekends and holidays are to be included in this column.
14. **NO ACCIDENTS:** Key in one digit to indicate the number of accidents in which the vehicle was involved during the reporting period. If not applicable, leave blank.
15. **DATE:** Key in the six digits of the date of inspection if the vehicle was inspected during the reporting period (e. g., January 17, 1989, is keyed in as 011789).
16. **COMM ACCIDENT:** Key in up to five digits to indicate the whole dollar amount paid to a commercial source for the repair of damages incurred as a result of an accident. If not applicable, leave blank.
17. **ODOMETER:** Key in up to six digits to indicate the vehicle mileage at the time of inspection. Use whole numbers, rounding up or down.
18. **LUBE:** Key in up to six digits to indicate the odometer reading of the latest lubrication maintenance, rounding up or down.
19. **RECOV ACCIDENT:** Key in up to five digits to indicate the whole dollar amount recovered from any source for the repair of damages incurred as a result of an accident. If not applicable, leave blank.
20. **PREVENTIVE MAINT COST:** Key in up to five digits to indicate the whole dollar amount paid to perform the current preventive maintenance.

OPERATIONAL DATA (cont'd.)
(not available to FS users)

USER INTERACTION WITH CRT SCREEN

21. **TIRE:** Key in up to six digits to indicate the odometer reading at the time the tires were replaced. Use whole numbers, rounding up or down.
 22. **STORAGE COST:** Key in up to five digits to indicate the whole dollar amount paid to any source for the storage of the vehicle. This does not include costs incurred due to incidental parking fees. It does include costs for contractual parking required due to the lack of free public parking or for holding vehicles prior to sale.
 23. **ANTI-FREEZE DATE:** Key in the six digits to indicate the date anti-freeze was added to the vehicle (e.g., January 17, 1989, is keyed in as 011789).
 24. **ALIGNMENT:** Key in up to six digits to indicate the odometer reading at the time the vehicle was last aligned. Use whole numbers, rounding up or down.
 25. **TIRE COST:** Key in up to five digits to indicate the whole dollar amount incurred as a result of tire repair and/or replacement.
 26. **TUNE-UP DATE:** Key in the six digits to indicate the date of the latest tune-up (e.g., January 17, 1989, is keyed in as 011789).
 27. **AIR FILTER:** Key in up to six digits to indicate the odometer reading at the time the air filter was last replaced. Use whole numbers, rounding up or down.
 28. **TUNE-UP:** Key in up to six digits to indicate the odometer reading at the time the last tune-up was performed. Use whole numbers, rounding up or down.
- After the required information has been keyed in, press the Enter key. Program edits built into EMIS will advise if the update was successful. If required data is incorrect, the cursor will move to the first incorrect field and an error message will appear near the bottom of the screen.

Press the applicable PF key to continue or the Clear key to initiate the exit routine.

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APPENDIXES

AGENCY CODES

<u>Agency Code</u>	<u>Agency Abbrev.</u>	<u>Dept Abbrev.</u>	<u>Dept Code</u>	<u>Description</u>
01	SEC	USDA	AG	Office of the Secretary
02	AMS	USDA	AG	Agricultural Marketing Service
03	ARS	USDA	AG	Agricultural Research Service
05	ASCS	USDA	AG	Agricultural Stabilization and Conservation Service
06	OSC	OSC	FW	U.S. Office of Special Counsel
07	FmHA	USDA	AG	Farmers Home Administration
08	FCIC	USDA	AG	Federal Crop Insurance Corp.
09	ES	USDA	AG	Extension Service
10	FAS	USDA	AG	Foreign Agricultural Service
11	FS	USDA	AG	Forest Service
12	NAL	USDA	AG	National Agricultural Library
13	OGPA	USDA	AG	Office of Governmental and Public Affairs
14	OGC	USDA	AG	Office of the General Counsel
15	REA	USDA	AG	Rural Electrification Administration
16	SCS	USDA	AG	Soil Conservation Service
17	FEMA	FEMA	EM	Federal Emergency Management Agency
18	ERS	USDA	AG	Economic Research Service
19	EAS	USDA	AG	Economic Analysis Staff
20	NASS	USDA	AG	National Agricultural Statistical Service
21	FCC	FCC	FC	Federal Communications Commission
22	CSRS	USDA	AG	Cooperative State Research Service
23	OIG	USDA	AG	Office of the Inspector General
24	NGA	NGA	GA	National Gallery of Art
25	FCA	FCA	FL	Farm Credit Administration
26	OE	USDA	AG	Office of Energy
27	OGE	OGE	GG	Office of Government Ethics
28	PSA	USDA	AG	Packers and Stockyards Administration
29	ACS	USDA	AG	Agricultural Cooperative Service
30	FNS	USDA	AG	Food and Nutrition Service
31	SBA	SBA	SB	Small Business Administration
33	CTA	DoC	CM	Technology Administration
34	APHIS	USDA	AG	Animal and Plant Health Inspection Service
35	EMS	USDA	AG	Economics Management Staff
36	FGIS	USDA	AG	Federal Grain Inspection Service
37	FSIS	USDA	AG	Food Safety and Inspection Service
38	WAOB	USDA	AG	World Agricultural Outlook Board
39	USSBD	TREA	TR	U. S. Savings Bonds Division
40	ATF	TREA	TR	Bureau of Alcohol, Tobacco, and Firearms
42	OBPA	USDA	AG	Office of Budget and Program Analysis
43	OICD	USDA	AG	Office of International Cooperation and Development
44	FCSAB	FCSAB	KB	Farm Credit System Assistance Board
45	OT	USDA	AG	Office of Transportation
46	OSHR	OSHR	OS	Occupational Safety and Health Review Commission

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AGENCY CODES (cont'd.)

<u>Agency Code</u>	<u>Agency Abbrev.</u>	<u>Dept Abbrev.</u>	<u>Dept Code</u>	<u>Description</u>
47	ICH	ICH	HW	Interagency Council on the Homeless
48	HNIS	USDA	AG	Human Nutrition Information Service
49	NPS	NPS	IN	National Park Service
50	MSPB	MSPB	BD	Merit Systems Protection Board
51	COS	DoC	CM	Office of the Secretary
52	CEDA	DoC	CM	Economic Development Administration
53	CBEA	DoC	CM	Bureau of Economic Analysis
54	CNOAA	DoC	CM	National Oceanic and Atmospheric Administration
55	CITA	DoC	CM	International Trade Administration
56	CPTO	DoC	CM	Office of Patents and Trademarks
57	CNIST	DoC	CM	National Institute of Standards and Technology
58	CUSTS	DoC	CM	United States Travel and Tourism Administration
59	CMBDA	DoC	CM	Minority Business Development Agency
60	ED	ED	ED	Department of Education
61	CNTIA	DoC	CM	National Telecommunications and Information Administration
62	CNTIS	DoC	CM	National Technical Information Service
63	CCENS	DoC	CM	Bureau of Census
64	COIG	DoC	CM	Office of the Inspector General
65	CEAU	DoC	CM	Economics Affairs Units
66	ARC	ARC	AP	Appalachian Regional Commission
67	CBXA	DoC	CM	Bureau of Export Administration
68	FDIC	FDIC	FD	Federal Deposit Insurance Corporation
69	NEA	NEA	AH	National Endowment for the Arts
70	SIF	SI	SM	Smithsonian Institution (Federal)
71	SIT	SI	SM	Smithsonian Institution (Trust)
72	WWICSF	SI	SM	Woodrow Wilson International Center for Scholars (Federal)
73	WWICST	SI	SM	Woodrow Wilson International Center for Scholars (Trust)
74	CoVA	CoVA	JV	U.S. Court of Veterans Appeals
76	OIRM	USDA	AG	Office of Information Resources Management
77	RIF	SI	SM	Reading is Fundamental
79	DoS	DoS	ST	Department of State
81	FMSHRC	FMSHRC	RS	Federal Mine Safety and Health Review Commission
82	ACTION	ACTION	KG	ACTION
83	HUD	HUD	HU	Department of Housing and Urban Development
84	CCR	CCR	CC	U. S. Commission on Civil Rights
85	CSCE	CSCE	LL	Commission for Security and Cooperation in Europe

AGENCY CODES (cont'd.)

<u>Agency Code</u>	<u>Agency Abbrev.</u>	<u>Dept Abbrev.</u>	<u>Dept Code</u>	<u>Description</u>
87	USIA		IN	U. S. Information Agency - (Used for Personal Property System) Telenet (OIRM)
89	GSA	GSA	GS	Lease Lines for DEPNET
90	OFM	USDA	AG	Office of Finance and Management
91	DO	TREA	TR	Departmental Offices
92	OALJ	USDA	AG	Office of Administrative Law Judges
93	IRS	TREA	TR	Internal Revenue Service
94	OAE	USDA	AG	Office of Advocacy and Enterprise
95	DOIG	TREA	TR	Departmental Offices - Inspector General
96	OP	USDA	AG	Office of Personnel
97	GAO	GAO	LG	General Accounting Office
98	OO	USDA	OO	Office of Operations
AA	FMS	TREA	TR	Financial Management Service
AB	BPD	TREA	TR	Bureau of the Public Debt
AC	SS	TREA	TR	U.S. Secret Service
AD	USM	TREA	TR	U.S. Mint
AE	LoC	LoC	LC	Library of Congress
AF	CS	TREA	TR	U.S. Customs Service
AH	FLETC	TREA	TR	Federal Law Enforcement Training Center
AI	BEP	TREA	TR	Bureau of Engraving and Printing
AJ	OCC	TREA	TR	Office of Comptroller of the Currency
AQ	CBO	CBO	LD	Congressional Budget Office
AR	OTA	OTA	LH	Office of Technology Assessment
AS	BEB	BEB	LU	Bio-Medical Ethics Board
AT	CRT	CRT	LR	Copyright Royalty Tribunal
AU	JSC	JSC	LQ	John C. Stennis Center

EQUIPMENT (VEHICLE) CLASS CODES

NOTE: Agencies with special code requirements will use the codes listed to the right of their agency number. Agencies without special code requirements will use the codes listed to the right of agency 99.

<u>AGENCY</u>	<u>CLASS CODE</u>	<u>MOVIS CLASS CODE</u>	<u>DESCRIPTION</u>
02	100	100	SEDAN - SMALL
02	101	101	SEDAN - SUBCOMPACT
02	102	102	SEDAN - COMPACT
02	103	103	SEDAN - MIDSIZE
02	104	104	SEDAN - LARGE
02	201	201	STATION WAGON - SUBCOMPACT
02	202	202	STATION WAGON - COMPACT
02	203	203	STATION WAGON - MIDSIZE
02	204	204	STATION WAGON - LARGE
02	301	301	UTILITY TRUCK
02	302	302	VAN WAGON
02	303	303	VAN PANEL
02	304	304	PICKUP 2DR CAB
02	305	305	PICKUP CREW CAB
02	306	306	PICKUP COMPACT
02	307	307	CHASSIS AND CAB
02	308	308	MTN TELE UTIL W/CAB
02	309	309	DELIVERY VAN CUT OFF
02	310	310	CARRY ALL
02	311	311	SEDAN DELIVERY
02	312	312	STAKE TRUCK
02	313	313	MULTISTOP VAN
02	314	314	MTN TEL & UTIL CREW
02	315	315	DUMP TRUCK
02	316	316	VAN PANEL MAINT
02	401	301	UTILITY TRUCK
02	402	302	VAN WAGON
02	403	303	VAN PANEL
02	404	304	PICKUP 2DR CAB
02	405	305	PICKUP CREW CAB
02	406	306	PICKUP COMPACT
02	407	307	CHASSIS AND CAB
02	408	308	MTN TELE UTIL W/CAB
02	409	309	DELIVERY VAN CUT-OFF
02	410	310	CARRY ALL
02	411	311	SEDAN DELIVERY
02	412	312	STAKE TRUCK
02	413	313	MULTISTOP VAN
02	414	314	MTN TEL & UTIL CREW
02	415	315	DUMP TRUCK
02	416	316	VAN PANEL MAINT

EQUIPMENT (VEHICLE) CLASS CODES (cont'd.)

<u>AGENCY</u>	<u>CLASS CODE</u>	<u>MOVIS CLASS CODE</u>	<u>DESCRIPTION</u>
02	501	301	UTILITY TRUCK
02	502	302	VAN WAGON
02	503	303	VAN PANEL
02	504	304	PICKUP 2DR CAB
02	505	305	PICKUP CREW CAB
02	506	306	PICKUP COMPACT
02	507	307	CHASSIS AND CAB
02	508	308	MTN TELE UTIL W/CAB
02	509	309	DELIVERY VAN CUT-OFF
02	510	310	CARRY ALL
02	511	311	SEDAN DELIVERY
02	512	312	STAKE TRUCK
02	513	313	MULTISTOP VAN
02	514	314	MTN TEL & UTIL CREW
02	515	315	DUMP TRUCK
02	516	316	VAN PANEL MAINT
02	601	301	UTILITY TRUCK
02	602	302	VAN WAGON
02	603	303	VAN PANEL
02	604	304	PICKUP 2DR CAB
02	605	305	PICKUP CREW CAB
02	606	306	PICKUP COMPACT
02	607	307	CHASSIS AND CAB
02	608	308	MTN TELE UTIL W/CAB
02	609	309	DELIVERY VAN CUT-OFF
02	610	310	CARRY ALL
02	611	311	SEDAN DELIVERY
02	612	312	STAKE TRUCK
02	613	313	MULTISTOP VAN
02	614	314	MTN TEL & UTIL CREW
02	615	315	DUMP TRUCK
02	616	316	VAN PANEL MAINT
02	701	401	CHASSIS W/CAB
02	702	402	TRACTOR W/CAB
02	703	403	STAKE W/CAB
02	704	404	DUMP W/CAB
02	705	405	WRECKER W/CAB
02	706	406	TEL MAINT W/CAB
02	707	407	VAN W/CAB
02	801	401	CHASSIS W/CAB
02	802	402	TRACTOR W/CAB
02	803	403	STAKE W/CAB
02	804	404	DUMP W/CAB
02	805	405	WRECKER W/CAB
02	806	406	TEL MAINT W/CAB
02	807	407	VAN W/CAB

EQUIPMENT (VEHICLE) CLASS CODES (cont'd.)

<u>AGENCY</u>	<u>CLASS CODE</u>	<u>MOVIS CLASS CODE</u>	<u>DESCRIPTION</u>
02	900	900	MOUNTED SPEC PURPOSE
02	901	901	AVAILABLE FOR AGENCY
02	902	902	AVAILABLE FOR AGENCY
02	903	903	AVAILABLE FOR AGENCY
02	904	904	AVAILABLE FOR AGENCY
02	905	905	AVAILABLE FOR AGENCY
02	989	989	AVAILABLE FOR AGENCY
02	990	990	VAN W/CAB
02	998	998	BUS
02	999	999	AMBULANCE
03	105	100	SEDAN - SMALL
03	110	101	SEDAN - SUBCOMPACT
03	120	102	SEDAN - COMPACT
03	130	103	SEDAN - MIDSIZE
03	150	104	SEDAN - LARGE
03	210	201	STAT WAGON SUBCOMPACT
03	220	202	STAT WAGON COMPACT
03	230	203	STAT WAGON MIDSIZE
03	250	204	STAT WAGON LARGE
03	300	999	AMBULANCE
03	400	998	BUS
03	501	301	UTILITY TRUCK
03	502	301	UTILITY TRUCK
03	503	304	PICKUP 2DR CAB
03	504	304	PICKUP 2DR CAB
03	505	304	UTILITY TRUCK
03	506	311	SEDAN DELIVERY
03	507	311	SEDAN DELIVERY
03	508	311	SEDAN DELIVERY
03	509	304	PICKUP 2DR CAB
03	511	301	UTILITY TRUCK
03	512	306	PICKUP COMPACT
03	513	313	PICKUP 2DR CAB
03	514	314	PICKUP 2DR CAB
03	515	315	PICKUP 2DR CAB
03	601	304	PICKUP 2DR CAB
03	602	304	PICKUP 2DR CAB
03	603	304	PICKUP 2DR CAB
03	611	304	PICKUP 2DR CAB
03	612	304	PICKUP 2DR CAB
03	613	304	PICKUP 2DR CAB
03	701	304	PICKUP 2DR CAB
03	702	401	CHASSIS W/CAB
03	703	401	CHASSIS W/CAB

EQUIPMENT (VEHICLE) CLASS CODES (cont'd.)

<u>AGENCY</u>	<u>CLASS CODE</u>	<u>MOVIS CLASS CODE</u>	<u>DESCRIPTION</u>
03	704	401	CHASSIS W/CAB
03	705	401	CHASSIS W/CAB
03	711	304	PICKUP 2DR CAB
03	712	304	PICKUP 2DR CAB
03	713	401	CHASSIS W/CAB
03	714	401	CHASSIS W/CAB
03	715	401	CHASSIS W/CAB
03	801	401	CHASSIS W/CAB
03	802	401	CHASSIS W/CAB
03	803	401	CHASSIS W/CAB
03	804	401	CHASSIS W/CAB
03	805	401	CHASSIS W/CAB
03	806	401	CHASSIS W/CAB
03	807	401	CHASSIS W/CAB
03	808	401	CHASSIS W/CAB
03	809	401	CHASSIS W/CAB
03	900	900	MOUNTED SPEC PURPOSE
11	010	103	SDNS CPS & BUSI SUNS
11	020	203	STA WDNS 4-5 PASSER
11	030	998	BUSES 11 + PASSENGER
11	100	310	CARRYALL FWD CNTRL
11	105	310	CARRYALL 1/2 TON
11	110	310	CARRYALL 3/4 TON
11	115	310	CARRYALL 1 TON
11	120	304	PICKUP & PANEL
11	125	311	SEDAN DELIVERY
11	130	304	PICKUP 1/4 TON
11	135	303	PANEL FWD CONTROL
11	140	304	PICKUP FWD CNTRL
11	145	311	SEDAN DELIVERY
11	150	304	PICKUP 1/2 TON
11	220	310	CARRYALL 1 TON
11	225	303	PANEL DELIVERY
11	230	312	PKUP & STKE FWD CONT
11	235	315	PNL & LUMP FWD CONT
11	240	312	PKUP & STAKE 1/2 TON
11	245	315	PANEL & DUMP 1/2 TON
11	250	312	PKUP & STAKE 3/4 TON
11	255	315	PANEL & DUMP 3/4 TON
11	260	312	PKUP & STAKE FWD CONT
11	265	315	PANEL & DUMP
11	270	312	PKUP & STAKE 1 TON
11	275	315	PANEL & DUMP 1 TON

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EQUIPMENT (VEHICLE) CLASS CODES (cont'd.)

<u>AGENCY</u>	<u>CLASS CODE</u>	<u>MOVIS CLASS CODE</u>	<u>DESCRIPTION</u>
11	300	312	TR 1 1/2 TO 2 1/2 ND
11	310	312	TR 1 1/2 TO 2 1/2 ND
11	320	315	TR 1 1/2 TO 2 1/2 ND
11	325	315	TR 1 1/2 TO 2 1/2 ND
11	330	312	TRUCK 3 TON NON DUMP
11	350	315	TRUCK 3 TON DUMP
11	355	315	TRUCK 3 TON DUMP
11	360	312	TRK 4 TON & OVER ND
11	370	312	TRK 4 TON & OVER ND
11	380	315	TRK 4 TON & OVER DUM
11	385	312	TRK 4 TON & OVER DUM
11	390	401	TRUCK
11	395	401	TRUCK
11	400	000	TRACTOR W-9 & W-15
11	410	000	TRAC W20-W25 & IW20
11	420	000	TRAC W30-W35 & IW20
11	430	000	TRAC W40-W45 & IW40
11	440	000	TRAC W50-W55 & IW50
11	450	000	TRT W60-100 IW60-100
11	460	000	T W120-200 IW120-160
11	500	000	TRACTOR T-1
11	510	000	TRACTOR T-2
11	520	000	TRACTOR T-3 & T-4
11	530	000	TRACTOR T-5
11	540	000	TRACTOR T-6
11	550	000	TRACTOR T-7
11	560	000	TRACTOR T-8 & T-9
11	570	000	TRACTOR T-10
11	580	000	TRACTOR T-11
11	600	000	GRDS TYPE 1 SIZE 1-2
11	610	000	GRDS TYPE 1 SIZE 3-5
11	620	000	GRDS TYPE 1 SIZE 6-7
11	630	000	GRDS TYPE 2 SIZE 1-2
11	640	000	GRDS TYPE 2 SIZE 3-5
11	650	000	GRDS TYPE 2 SIZE 6-7
11	660	000	GRDS TYPE 3 SIZE 1-2
11	670	000	GRDS TYPE 3 SIZE 3-5
11	680	000	GRDS TYPE 3 SIZE 6-7
11	690	000	GRDS TYPE 4 SIZE 3-7
11	695	000	SCRAPER
11	700	000	LDR WHD UP TO 36 H-P
11	710	000	LDR WHD 36 TO 49 H-P
11	720	000	LDR WHD 50 TO 69 H-P
11	730	000	LDR WHD 70 HP & OVER
11	750	000	LDR CRL UP TO 36 H-P

EQUIPMENT (VEHICLE) CLASS CODES (cont'd.)

<u>AGENCY</u>	<u>CLASS CODE</u>	<u>MOVIS CLASS CODE</u>	<u>DESCRIPTION</u>
11	760	000	LDR CRL 36 TO 49 H-P
11	770	000	LDR CRL 50 TO 69 H-P
11	780	000	LDR CRL 70 HP & OVER
11	800	000	MIXER CONCR 5 TO 9 S
11	805	000	MXR CONCR 10 TO 13 S
11	810	000	MIXR CONCR 14 S & UP
11	815	000	COMPRESSOR 30-40 CFM
11	820	000	COMPRESSOR 41-99 CFM
11	825	000	COMPRSSR 100-209 CMF
11	830	000	COMPRSSR 210-349 CFM
11	835	000	COMPRESSR 350 & OVER
11	840	000	SNOW VEHICLE
11	845	000	POWER SHOVEL & CRANE
11	850	000	MULCHER & SPREADER
11	855	000	SEEKER & HYDROSEEDER
11	856	000	RANGELAND DRILLS
11	857	000	GRADE - ALL
11	860	000	WELDER (FIELD TYPE)
11	863	000	CORE DRILLS
11	865	000	GAS POWRD DRILL TAMP
11	870	000	HORSE TRAILER
11	875	000	TREE PLANTER
11	878	000	HARROWS AND PLOWS
11	880	000	TRENCHER
11	885	000	TRAILER
11	886	000	TRAILERS
11	890	000	TRAILER SEMI
11	900	000	TRAIL BIKE
11	905	000	FORKLIFT ELECTRIC
11	906	000	FORKLIFT GASOLINE
11	907	000	FORKLIFT 4-8,000 LBS
11	908	000	FORKLIFT 4-8,000 GAS
11	909	000	AVAILABLE FOR REGION
11	910	000	FORKLIFT OVER 8,000
11	911	000	AVAILABLE FOR REGION
11	912	000	AVAILABLE FOR REGION
11	913	000	AVAILABLE FOR REGION
11	914	000	AVAILABLE FOR REGION
11	915	000	AVAILABLE FOR REGION
11	916	000	AVAILABLE FOR REGION
11	917	000	AVAILABLE FOR REGION
11	918	000	AVAILABLE FOR REGION
11	919	000	AVAILABLE FOR REGION
11	920	000	REFUSE PACKER 10 YDS

EQUIPMENT (VEHICLE) CLASS CODES (cont'd.)

<u>AGENCY</u>	<u>CLASS CODE</u>	<u>MOVIS CLASS CODE</u>	<u>DESCRIPTION</u>
11	921	000	REFUSE PACKER 11 YDS
11	922	000	REFUSE PACKER 21 YDS
11	923	000	AVAILABLE FOR REGION
11	924	000	AVAILABLE FOR REGION
11	925	000	BEACH CLEANER
11	926	000	AVAILABLE FOR REGION
11	927	000	AVAILABLE FOR REGION
11	928	000	AVAILABLE FOR REGION
11	929	000	AVAILABLE FOR REGION
11	930	000	BRUSH CUTTER TRACTOR
11	931	000	BRUSH CUTTER GRADER
11	932	000	SWEEPER
11	933	000	AVAILABLE FOR REGION
11	934	000	AVAILABLE FOR REGION
11	935	000	AVAILABLE FOR REGION
11	936	000	AVAILABLE FOR REGION
11	937	000	AVAILABLE FOR REGION
11	938	000	AVAILABLE FOR REGION
11	939	000	AVAILABLE FOR REGION
11	940	000	POWERED BOAT SKIFFS
11	941	000	POWERED BOAT RIVER
11	942	000	UTILITY BOAT
11	943	000	CABIN CRUISER 18 FT
11	944	000	CABIN CRUISER 20 FT
11	945	000	BOATS
11	946	000	AVAILABLE FOR REGION
11	947	000	AVAILABLE FOR REGION
11	948	000	PAVING MACHINE
11	949	000	AVAILABLE FOR REGION
11	950	000	ALL TERRAIN WHEELED
11	951	000	ALL TERRAIN TRACK
11	960	000	SLIP-ON TANKER 150 G
11	961	000	SLIP-ON TANKER 151 G
11	962	000	SLIP-ON TANKER 301 G
11	963	000	SLIP-ON TANKER 501 G
11	964	000	SLIP-ON TANKER 800 G
11	970	000	TRUCK MOUNTED MOD 40
11	971	000	TRUCK MOUNTED MOD 60
11	972	000	TRUCK MOUNTED MOD 70
11	981	000	CESSNA TU 206
11	982	000	DEHAVILLAND BEAVER
11	983	000	BEECH 58 - TC
11	984	000	BEECH BARON 58 - P
11	985	000	AERO COMMANDER 680F
11	986	000	AERO COMMANDER 500B

EQUIPMENT (VEHICLE) CLASS CODES (cont'd.)

<u>AGENCY</u>	<u>CLASS CODE</u>	<u>MOVIS CLASS CODE</u>	<u>DESCRIPTION</u>
11	987	000	BEECH 80 QUEEN AIR
11	988	000	BEECH 90 KING AIR
11	989	000	BEECH 99
11	990	000	MERLIN III
11	991	000	DC - 3
11	992	000	P2 - V
11	993	000	DEHAVILLD TWIN OTTER
11	994	000	BEECH B200C KING AIR
11	998	000	I-R SCANNR (SPEC EQ)
28	100	100	SEDAN - SMALL
28	101	101	SEDAN - SUBCOMPACT
28	102	102	SEDAN - COMPACT
28	103	103	SEDAN - MIDSIZE
28	104	104	SEDAN - LARGE
28	201	201	STATION WAGON - SUBCOMPACT
28	202	202	STATION WAGON - COMPACT
28	203	203	STATION WAGON - MIDSIZE
28	204	204	STATION WAGON - LARGE
28	301	301	UTILITY TRUCK
28	302	302	VAN WAGON
28	303	303	VAN PANEL
28	304	304	PICKUP 2DR CAB
28	305	305	PICKUP CREW CAB
28	306	306	PICKUP COMPACT
28	307	307	CHASSIS AND CAB
28	308	308	MTN TELE UTIL W/CAB
28	309	309	DELIVERY VAN CUT OFF
28	310	310	CARRY ALL
28	311	311	SEDAN DELIVERY
28	312	312	STAKE TRUCK
28	313	313	MULTISTOP VAN
28	314	314	MTN TEL & UTIL CREW
28	315	315	DUMP TRUCK
28	316	316	VAN PANEL MAINT
28	401	301	UTILITY TRUCK
28	402	302	VAN WAGON
28	403	303	VAN PANEL
28	404	304	PICKUP 2DR CAB
28	405	305	PICKUP CREW CAB
28	406	306	PICKUP COMPACT
28	407	307	CHASSIS AND CAB
28	408	308	MTN TELE UTIL W/CAB
28	409	309	DELIVERY VAN CUT-OFF
28	410	310	CARRY ALL

EQUIPMENT (VEHICLE) CLASS CODES (cont'd.)

<u>AGENCY</u>	<u>CLASS CODE</u>	<u>MOVIS CLASS CODE</u>	<u>DESCRIPTION</u>
28	411	311	SEDAN DELIVERY
28	412	312	STAKE TRUCK
28	413	313	MULTISTOP VAN
28	414	314	MTN TEL & UTIL CREW
28	415	315	DUMP TRUCK
28	416	316	VAN PANEL MAINT
28	501	301	UTILITY TRUCK
28	502	302	VAN WAGON
28	503	303	VAN PANEL
28	504	304	PICKUP 2DR CAB
28	505	305	PICKUP CREW CAB
28	506	306	PICKUP COMPACT
28	507	307	CHASSIS AND CAB
28	508	308	MTN TELE UTIL W/CAB
28	509	309	DELIVERY VAN CUT-OFF
28	510	310	CARRY ALL
28	511	311	SEDAN DELIVERY
28	512	312	STAKE TRUCK
28	513	313	MULTISTOP VAN
28	514	314	MTN TEL & UTIL CREW
28	515	315	DUMP TRUCK
28	516	316	VAN PANEL MAINT
28	601	301	UTILITY TRUCK
28	602	302	VAN WAGON
28	603	303	VAN PANEL
28	604	304	PICKUP 2DR CAB
28	605	305	PICKUP CREW CAB
28	606	306	PICKUP COMPACT
28	607	307	CHASSIS AND CAB
28	608	308	MTN TELE UTIL W/CAB
28	609	309	DELIVERY VAN CUT-OFF
28	610	310	CARRY ALL
28	611	311	SEDAN DELIVERY
28	612	312	STAKE TRUCK
28	613	313	MULTISTOP VAN
28	614	314	MTN TEL & UTIL CREW
28	615	315	DUMP TRUCK
28	616	316	VAN PANEL MAINT
28	701	401	CHASSIS W/CAB
28	702	402	TRACTOR W/CAB
28	703	403	STAKE W/CAB
28	704	404	DUMP W/CAB
28	705	405	WRECKER W/CAB
28	706	406	TEL MAINT W/CAB
28	707	407	VAN W/CAB

EQUIPMENT (VEHICLE) CLASS CODES (cont'd.)

<u>AGENCY</u>	<u>CLASS CODE</u>	<u>MOVIS CLASS CODE</u>	<u>DESCRIPTION</u>
28	801	401	CHASSIS W/CAB
28	802	402	TRACTOR W/CAB
28	803	403	STAKE W/CAB
28	804	404	DUMP W/CAB
28	805	405	WRECKER W/CAB
28	806	406	TEL MAINT W/CAB
28	807	407	VAN W/CAB
28	900	900	MOUNTED SPEC PURPOSE
28	901	901	AVAILABLE FOR AGENCY
28	902	902	AVAILABLE FOR AGENCY
28	903	903	AVAILABLE FOR AGENCY
28	904	904	AVAILABLE FOR AGENCY
28	905	905	AVAILABLE FOR AGENCY
28	989	989	AVAILABLE FOR AGENCY
28	990	990	VAN W/CAB
28	998	998	BUS
28	999	999	AMBULANCE
34	100	100	SEDAN - SMALL
34	101	101	SEDAN - SUBCOMPACT
34	102	102	SEDAN - COMPACT
34	103	103	SEDAN - MIDSIZE
34	104	104	SEDAN - LARGE
34	201	201	STATION WAGON - SUBCOMPACT
34	202	202	STATION WAGON - COMPACT
34	203	203	STATION WAGON - MIDSIZE
34	204	204	STATION WAGON - LARGE
34	301	301	UTILITY TRUCK
34	302	302	VAN WAGON
34	303	303	VAN PANEL
34	304	304	PICKUP 2DR CAB
34	305	305	PICKUP CREW CAB
34	306	306	PICKUP COMPACT
34	307	307	CHASSIS AND CAB
34	308	308	MTN TELE UTIL W/CAB
34	309	309	DELIVERY VAN CUT OFF
34	310	310	CARRY ALL
34	311	311	SEDAN DELIVERY
34	312	312	STAKE TRUCK
34	313	313	MULTISTOP VAN
34	314	314	MTN TEL & UTIL CREW
34	315	315	DUMP TRUCK
34	316	316	VAN PANEL MAINT
34	401	301	UTILITY TRUCK
34	402	302	VAN WAGON

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EQUIPMENT (VEHICLE) CLASS CODES (cont'd.)

<u>AGENCY</u>	<u>CLASS CODE</u>	<u>MOVIS CLASS CODE</u>	<u>DESCRIPTION</u>
34	403	303	VAN PANEL
34	404	304	PICKUP 2DR CAB
34	405	305	PICKUP CREW CAB
34	406	306	PICKUP COMPACT
34	407	307	CHASSIS AND CAB
34	408	308	MTN TELE UTIL W/CAB
34	409	309	DELIVERY VAN CUT-OFF
34	410	310	CARRY ALL
34	411	311	SEDAN DELIVERY
34	412	312	STAKE TRUCK
34	413	313	MULTISTOP VAN
34	414	314	MTN TEL & UTIL CREW
34	415	315	DUMP TRUCK
34	416	316	VAN PANEL MAINT
34	501	301	UTILITY TRUCK
34	502	302	VAN WAGON
34	503	303	VAN PANEL
34	504	304	PICKUP 2DR CAB
34	505	305	PICKUP CREW CAB
34	506	306	PICKUP COMPACT
34	507	307	CHASSIS AND CAB
34	508	308	MTN TELE UTIL W/CAB
34	509	309	DELIVERY VAN CUT-OFF
34	510	310	CARRY ALL
34	511	311	SEDAN DELIVERY
34	512	312	STAKE TRUCK
34	513	313	MULTISTOP VAN
34	514	314	MTN TEL & UTIL CREW
34	515	315	DUMP TRUCK
34	516	316	VAN PANEL MAINT
34	601	301	UTILITY TRUCK
34	602	302	VAN WAGON
34	603	303	VAN PANEL
34	604	304	PICKUP 2DR CAB
34	605	305	PICKUP CREW CAB
34	606	306	PICKUP COMPACT
34	607	307	CHASSIS AND CAB
34	608	308	MTN TELE UTIL W/CAB
34	609	309	DELIVERY VAN CUT-OFF
34	610	310	CARRY ALL
34	611	311	SEDAN DELIVERY
34	612	312	STAKE TRUCK
34	613	313	MULTISTOP VAN
34	614	314	MTN TEL & UTIL CREW
34	615	315	DUMP TRUCK

EQUIPMENT (VEHICLE) CLASS CODES (cont'd.)

<u>AGENCY</u>	<u>CLASS CODE</u>	<u>MOVIS CLASS CODE</u>	<u>DESCRIPTION</u>
34	616	316	VAN PANEL MAINT
34	701	401	CHASSIS W/CAB
34	702	402	TRACTOR W/CAB
34	703	403	STAKE W/CAB
34	704	404	DUMP W/CAB
34	705	405	WRECKER W/CAB
34	706	406	TEL MAINT W/CAB
34	707	407	VAN W/CAB
34	801	401	CHASSIS W/CAB
34	802	402	TRACTOR W/CAB
34	803	403	STAKE W/CAB
34	804	404	DUMP W/CAB
34	805	405	WRECKER W/CAB
34	806	406	TEL MAINT W/CAB
34	807	407	VAN W/CAB
34	900	900	MOUNTED SPEC PURPOSE
34	901	901	AVAILABLE FOR AGENCY
34	902	902	AVAILABLE FOR AGENCY
34	903	903	AVAILABLE FOR AGENCY
34	904	904	AVAILABLE FOR AGENCY
34	905	905	AVAILABLE FOR AGENCY
34	989	989	AVAILABLE FOR AGENCY
34	990	990	VAN W/CAB
34	998	998	BUS
34	999	999	AMBULANCE
99	100	100	SEDAN - SMALL
99	101	101	SEDAN - SUBCOMPACT
99	102	102	SEDAN - COMPACT
99	103	103	SEDAN - MIDSIZE
99	104	104	SEDAN - LARGE
99	201	201	STATION WAGON - SUBCOMPACT
99	202	202	STATION WAGON - COMPACT
99	203	203	STATION WAGON - MIDSIZE
99	204	204	STATION WAGON - LARGE
99	301	301	UTILITY TRUCK
99	302	302	VAN WAGON
99	303	303	VAN PANEL
99	304	304	PICKUP 2DR CAB
99	305	305	PICKUP CREW CAB
99	306	306	PICKUP COMPACT
99	307	307	CHASSIS AND CAB
99	308	308	MTN TELE UTIL W/CAB
99	309	309	DELIVERY VAN CUT OFF
99	310	310	CARRY ALL

EQUIPMENT (VEHICLE) CLASS CODES (cont'd.)

<u>AGENCY</u>	<u>CLASS CODE</u>	<u>MOVIS CLASS CODE</u>	<u>DESCRIPTION</u>
99	311	311	SEDAN DELIVERY
99	312	312	STAKE TRUCK
99	313	313	MULTISTOP VAN
99	314	314	MTN TEL & UTIL CREW
99	315	315	DUMP TRUCK
99	316	316	VAN PANEL MAINT
99	401	301	UTILITY TRUCK
99	402	302	VAN WAGON
99	403	303	VAN PANEL
99	404	304	PICKUP 2DR CAB
99	405	305	PICKUP CREW CAB
99	406	306	PICKUP COMPACT
99	407	307	CHASSIS AND CAB
99	408	308	MTN TELE UTIL W/CAB
99	409	309	DELIVERY VAN CUT-OFF
99	410	310	CARRY ALL
99	411	311	SEDAN DELIVERY
99	412	312	STAKE TRUCK
99	413	313	MULTISTOP VAN
99	414	314	MTN TEL & UTIL CREW
99	415	315	DUMP TRUCK
99	416	316	VAN PANEL MAINT
99	501	301	UTILITY TRUCK
99	502	302	VAN WAGON
99	503	303	VAN PANEL
99	504	304	PICKUP 2DR CAB
99	505	305	PICKUP CREW CAB
99	506	306	PICKUP COMPACT
99	507	307	CHASSIS AND CAB
99	508	308	MTN TELE UTIL W/CAB
99	509	309	DELIVERY VAN CUT-OFF
99	510	310	CARRY ALL
99	511	311	SEDAN DELIVERY
99	512	312	STAKE TRUCK
99	513	313	MULTISTOP VAN
99	514	314	MTN TEL & UTIL CREW
99	515	315	DUMP TRUCK
99	516	316	VAN PANEL MAINT
99	601	301	UTILITY TRUCK
99	602	302	VAN WAGON
99	603	303	VAN PANEL
99	604	304	PICKUP 2DR CAB
99	605	305	PICKUP CREW CAB
99	606	306	PICKUP COMPACT
99	607	307	CHASSIS AND CAB
99	608	308	MTN TELE UTIL W/CAB

EQUIPMENT (VEHICLE) CLASS CODES (cont'd.)

<u>AGENCY</u>	<u>CLASS CODE</u>	<u>MOVIS CLASS CODE</u>	<u>DESCRIPTION</u>
99	609	309	DELIVERY VAN CUT-OFF
99	610	310	CARRY ALL
99	611	311	SEDAN DELIVERY
99	612	312	STAKE TRUCK
99	613	313	MULTISTOP VAN
99	614	314	MTN TEL & UTIL CREW
99	615	315	DUMP TRUCK
99	616	316	VAN PANEL MAINT
99	701	401	CHASSIS W/CAB
99	702	402	TRACTOR W/CAB
99	703	403	STAKE W/CAB
99	704	404	DUMP W/CAB
99	705	405	WRECKER W/CAB
99	706	406	TEL MAINT W/CAB
99	707	407	VAN W/CAB
99	801	401	CHASSIS W/CAB
99	802	402	TRACTOR W/CAB
99	803	403	STAKE W/CAB
99	804	404	DUMP W/CAB
99	805	405	WRECKER W/CAB
99	806	406	TEL MAINT W/CAB
99	807	407	VAN W/CAB
99	900	900	MOUNTED SPEC PURPOSE
99	901	901	AVAILABLE FOR AGENCY
99	902	902	AVAILABLE FOR AGENCY
99	903	903	AVAILABLE FOR AGENCY
99	904	904	AVAILABLE FOR AGENCY
99	905	905	AVAILABLE FOR AGENCY
99	910	910	ALLTERRAIN VEHICLE
99	915	915	MOTOR CYCLE
99	920	920	SNOWMOBILE
99	925	925	MOTOR
99	930	930	CHAINSAW
99	935	935	TRAILER
99	940	940	PROBES
99	945	945	SNOW EQUIPMENT
99	989	989	AVAILABLE FOR AGENCY
99	990	990	HYBRID/ELECTRIC
99	998	998	BUS
99	999	999	AMBULANCE

MANUFACTURER CODES AND ABBREVIATIONS

<u>MANUFACTURER CODE</u>	<u>DESCRIPTION</u>	<u>ABBR</u>
001	FORD	FORD
002	CHEVROLET	CHEV
003	PLYMOUTH	PLYM
004	DODGE	DODGE
005	PONTIAC	PONTI
006	DATSUN	DATSN
007	INTL HARVESTER	IH
008	REO	REO
009	MACK	MACK
010	GMC	GMC
011	DIAMOND T	DMNDT
012	PAGE & PAGE	PAGE
013	STUDEBAKER	STDBK
014	LACROSSE	LCRSS
015	AMERICAN MOTORS	AMC
016	KAISER-JEEP	KSRJP
017	WHITE	WHITE
018	HIGHWAY TRAILER	HWYTR
019	CHAMPION	CHAMP
020	CATERPILLER	CTRLP
021	AUSTIN-WESTERN	ASTWS
022	ALTON	ALTON
023	ALLIS-CHAMBLER	ALCHL
024	HUBER-WARCO	HBRWR
025	HYSTER	HYSTR
026	HOUGH PAYLOADER	HOUGH
027	PETTIBONE-MULLIKEN	PBMUL
028	WAGNER	WAGNR
029	LINK BELT SPEEDER	LINK
030	QUICKWAY	QUICK
031	INSLEY	INSLY
032	CLETRAC	CLTRC
033	OLIVER	OLIVR
034	KEIFER BUILT	KEIFE
035	FORD-FERGUSON	DFFRG
036	AUTO CAR	AUTOC
037	CLARKAIR	CLKAR
038	BAY CITY	BAYCY
039	GARDNER DENVER	GRDDV
040	SCHRAMM	SCHRM
041	LEROI-RIX	LRRX
042	O K	OK
043	INGERSALL RAND	IRAND
044	REX	REX
045	KWIX MIX	KWXM

MANUFACTURER CODES AND ABBREVIATIONS (cont'd.)

<u>MANUFACTURER CODE</u>	<u>DESCRIPTION</u>	<u>ABBR</u>
046	MORSPEED	MRSPD
047	CASE	CASE
048	MICHIGAN	MCHGN
049	ADAMS	ADAMS
050	DAVIS	DAVIS
051	MASSEY FERGUSON	MSFRG
052	WISCONSIN	WISCN
053	LETOURNEAU WESTINGHOUSE	LWEST
054	SCOOPMOBILE	SCPMB
055	REINCO	REINC
056	FREUHAUF	FRHFB
057	ROANOKE	RNOKE
058	DIAMOND RED	ODRED
059	TCI	TCI
060	GENERAL	GENRL
061	BUEL	BUEL
062	CURTIS WRIGHT	CRWRT
063	HANNER	HANNR
064	MILLER	MILLR
065	BOWIE	BOWIE
066	PIONJAR	PNJAR
067	CHALLENGE COOK	CCOOK
068	GEADALL	GEDLL
069	EAGER BEAVER	EGRBV
070	MINNEAPOLIS MOLINE	MPLSM
071	JOY	JOY
072	SPRAGUE HENWOOD	SPHWD
073	PETERBILT MOTOR CO	PETER
074	MOBILE DRILLING CO	MOBIL
075	TOTE GOTE	TOTEG
076	CUSHMAN	CSHMN
077	MERRY	MERRY
078	TRAIL KING	TRAIL
079	HOMELITE	HMLT
080	BALDWIN	BLDWN
081	TRAILSTER	TRLST
082	PACK MULE	PCKML
083	PICUS	PICUS
084	FITCHBERG	FTCHB
085	HALL	HALL
086	FINN EQUIPMENT CO	FINN
087	WAYNE	WAYNE
088	SIMCO	SIMCO
089	PANTHER	PNTHR
090	TUCKER	TUCKR

MANUFACTURER CODES AND ABBREVIATIONS (cont'd.)

<u>MANUFACTURER CODE</u>	<u>DESCRIPTION</u>	<u>ABBR</u>
091	CLARK	CLARK
092	TOTEM-ALL	TOTEM
093	TIMPT	TIMPT
094	WOODCHUCK	WOODC
095	BOMBARDIER	BOMBD
096	TOWMOTOR	TWMTR
097	DYNA-PAC	DYNAP
098	FMC	FMC
099	YALE	YALE
100	ZICMAN	ZICMN
101	SWEEPSTAR	SWEEP
102	WITTENBERG	WITTN
103	RANCH MFG CO	RANCH
104	ACKER MK IV	ACKER
105	OLATHE	OLTHE
106	SNOW BLAST	SNOW
107	KOHLER	KOHLR
108	LEROI	LEROI
109	GALION	GALON
110	OMC	OMC
111	WARCO	WARCO
112	WITTE	WITTE
114	KATO	KATO
115	KENWORTH	KENW
116	MASSEY-HARRIS	MSYHR
117	FONTAINE	FONTN
118	KIDD	KIDD
119	ONAN	ONAN
120	PETTIBONE-MERCURY	PETTM
121	DETROITER	DETR
122	THIOKOL	THKOL
123	POLARIS	POLAR
124	KRISTI	KRIST
125	ARTIC	ARTIC
126	CHICAGO PNEUMATIC	CHGPN
127	SKI DOO	SKIDD
128	EVINRUDE	EVINR
129	MELROE	MLROE
130	FIAT-ALLIS	FIATA
131	EUCLID	ECLID
132	WESTINGHOUSE	WESTH
133	BRUCE MFG CO	BRUCE
134	CONSOLIDATED	CNSLD
135	ATLANTIC	ATLAN

MANUFACTURER CODES AND ABBREVIATIONS (cont'd.)

<u>MANUFACTURER CODE</u>	<u>DESCRIPTION</u>	<u>ABBR</u>
136	BUDHA	BUDHA
137	CUMMINS	CUMNS
138	RAYGO INC	RAYCO
139	AM GENERAL JEEP	AMGEN
140	ULBRO-PLUS	ULBPL
141	ASPLUNDH	ASPHL
142	JOHNSON	JOHNS
143	HURRICANE	HURCN
144	ATLAS COPCO	ATCOP
146	IMPERIAL	IMPL
147	W.W. TRAILER	WWTRL
148	BAR C	BARC
149	LINCOLN	LINCL
150	SOUR PUSS	SOPUS
151	GRAVELY	GRAVE
152	KOIS BROS	KOIS
153	HOBART	HOBRT
154	ACCUTRAK	ACCTK
155	INDUST'L MUNICIPAL ENG.	INDMN
156	NATIONAL CRANE	NATLC
157	BAKER	BAKER
158	SCORPION	SCORP
159	LEROI CLEVELAND	LERCL
160	TRANSPORTATION TRAILER CO	TSPTR
161	HEIL CO	HEIL
162	SIMS	SIMS
163	KELLY	KELLY
164	SUZUKI	SUZKI
165	KAWASAKI	KAWS
166	HONDA	HONDA
167	MARQUETTE	MAROT
168	HARLEY DAVIDSON	HRLDV
169	YALE & TOWNE MFG	YALET
170	NAMCO	NAMCO
171	PACK-MOR MFG CO	PCKMR
172	WASH Toter INC	WASHT
173	STERLING	STRLG
174	BOSTON WHALER	BSTNW
176	BROYHILL	BRHLL
177	COOK BROS	COOK
178	YAMAHA	YAMHA
179	DEERE & CO	DEERE
180	MORRIS BROS	MRRSB

MANUFACTURER CODES AND ABBREVIATIONS (cont'd.)

<u>MANUFACTURER CODE</u>	<u>DESCRIPTION</u>	<u>ABBR</u>
181	ROCKING O	ROCKO
182	JOHN BEAN	JBEAN
183	FUN TRAVEL	FTRVL
184	CEDCO	CEDCO
185	EDWARDS	EDWDS
186	BERKELEY	BRKLY
187	MILEY	MILEY
188	DARLEY	DARLY
189	SOUTHWEST FLEXIBLE CO	SWFLC
190	MON-ARK	MNARK
191	STARCRAFT	STARC
192	TRAILMASTER	TRLMS
193	STIDHAM	STDHM
194	AUTOMATIC	AUTO
195	MOBILIFT	MBLFT
196	WESTERN FIRE	WSTFR
197	SEARS	SEARS
198	UNIVERSAL	UNVRS
199	TRUTRAIL	TRTRL
200	WARDS	WARDS
201	GAMBLES	GMBLS
202	LANE	LANE
203	WESTERN TRACTOR & TOOL CO	WSTTR
204	WILDERNESS	WLDRN
205	HENDRICKSON	HNDRC
206	SUNFLOWER PARK	SNFLW
207	SCOTT MIDLAND	SCOTT
208	STREAMLINE TRAILER CO	STLNT
209	COMMODORE CORP	CMMDR
210	WINNEBAGO	WNNBG
211	LAYTON	LYTN
212	PLAY-MORE	PLAY
213	AMERICAN MOBILE LEASING	AMMBL
214	PORTA-BUILT	PRTBT
215	KENSKILL	KNSKL
216	GREAT LAKES	GTLKS
217	ABC	ABC
218	RICHARDSN	RCHDS
219	APACHE	APACH
220	TERRY	TERRY
221	TETON	TETON
222	LEISURE HOME	LSRHM
223	ROAD RUNNER	RDRNR
224	COLORADO	COLRD
225	AIRSTREAM	ARSTM

MANUFACTURER CODES AND ABBREVIATIONS (cont'd.)

<u>MANUFACTURER CODE</u>	<u>DESCRIPTION</u>	<u>ABBR</u>
226	ROLLA-HOME	ROLLHM
227	HOLIDAY RAMBLR	HLDRM
228	SHASTA	SHAST
229	FRANKLIN	FRKLN
230	HART	HART
231	TRAVELEZE	TRVLZ
232	BANNER	BANNR
233	SPARTAN	SPRTN
234	PRICE-MYERS	PRCMR
235	ANGEL	ANGEL
236	GREAT DIVIDE	GRTDV
237	LAE	LAE
238	CLIFF INDUSTRIES	CLIFF
239	DEE JAY	DEJAY
240	KIT	KIT
241	WIGWAM	WGWAM
242	STAR	STAR
243	EMPIRE	MPIRE
244	STARLINE VERSATILE TRAILER	STARV
245	HEFTY TRACTOR	HEFTT
246	NOBBS	NOBBS
247	TAURUS	TAURS
249	JACOBSON	JCBSN
250	TRAILBREAKER	TRLBR
251	TRAIL BEETLE	TRLBT
252	AMF-SKAMPER	AMFSK
253	COLT	COLT
254	TROJAN	TRJAN
255	BARRETT	BRRTT
256	HESTER	HESTR
257	MATHIS	MTHIS
258	SLECO	SLECO
259	TIMBER CAT	TMBCT
260	LOWTHER-WILDLAND-BELOIT	LWTHR
261	WHITFIELD-FORESTLAND	WHTED
262	SMOKERCRAFT	SMKRC
263	GLASS PLY	GLSSP
264	MCGEE CRAFT	MCGEE
265	PITMAN	PTMAN
266	MARDEN	MARDN
267	FLECO	FLECO
268	LUCAS	LUCAS
269	BONNHAM	BNNHM
270	EDWINS	EDWNS

MANUFACTURER CODES AND ABBREVIATIONS (cont'd.)

<u>MANUFACTURER CODE</u>	<u>DESCRIPTION</u>	<u>ABBR</u>
271	TULE TROOPER	TLETR
272	ROKDN	ROKON
273	SIMPLEX	SMPLX
274	REIDS	REIDS
275	DORSEY	DRSY
276	LEHMAN	LEHMN
277	WABCO	WABCO
278	HERCULES	HERCL
279	AMERICAN	AMERC
280	GILSON	GILSN
281	BELL BOY	BLLBY
282	COBRA	COBRA
283	DAVEY	DAVEY
284	VALCO	VALCO
285	SULLAIR	SULLR
286	WORTHINGTON	WORTH
287	ZODIAC	ZODIC
288	AVON	AVON
289	LUND	LUND
290	TACOMBA BOAT WORKS	TCMBT
291	DUFFY & DUFFY FIBERGLASS	DUFFY
292	BAYLINER	BYLNR
293	CAUKINS	CKINS
294	EASY LOADER	ESYLD
295	HOLSCLAW	HLSCS
296	MERCURY	MERCUR
297	TRAC PAC	TRCPC
298	MCGUFFIN	MCGFN
299	TRAILITE	TRLTE
300	HUBER	HUBER
301	DATA-VEYORS	DTVRS
302	SCIACCA WELDING	SCWLD
303	WALKER	WALKR
304	SPORTSMAN	SPRST
305	EASTERN PACIFIC	ESTMN
306	ESSICK	ESSCK
307	ABEMA	ABEMA
308	HERB SMITH WELDING	SMITH
309	HANOVER	HNDVR
310	WESTCOASTER	WSTCS
311	HAMILTON	HMLTN
312	MCCULLOCH	MCCLL
313	U S TRANSPORTATION	USTRA
314	RANCH KING	RANCH
315	CIRCLE J	CIRCJ

MANUFACTURER CODES AND ABBREVIATIONS (cont'd.)

<u>MANUFACTURER CODE</u>	<u>DESCRIPTION</u>	<u>ABBR</u>
316	CUSTOM	CSTOM
317	STANDARD	STNDR
318	MCQUERRY	MCQRR
319	HALE	HALE
320	TRAILRITE	TRLRT
321	NAVAJO	NVAJO
322	BLAKE	BLAKE
323	TRAILER INC	TRLR
324	KING	KING
325	CHISM	CHISM
327	CLIPPER	CLPPR
328	ROSS	ROSS
329	ALUMARINE	ALMRN
330	KENNER	KENNR
331	PRIME	PRIME
332	PACIFIC MARINE	PCFMR
333	FORESTER	FRSTR
334	AMF	AMF
335	HOMEMADE	HOMEN
336	FOREST SERVICE DESIGN	FSDSG
337	R D BROWN	RDB
349	K C R	KCR
350	METAL MASTERS	MMT
351	WINN	WNN
352	AIRPLACO	AIRPL
353	ROBERTS HARVES	RBHVS
354	MARUZEN	MARUZ
355	RCMMER	ROMMR
356	TRAVEL KING	TVLKI
357	FIBERFORM	FIBFO
358	SATOH	SATOH
359	WESTERN	WESTR
360	WILKINS	WILKN
361	GREGOR	GREGR
362	TRANSPORT	TRNPT
363	COZAD	COZAD
364	HOLDEN	HOLDN
365	PIONEER	PIDNR
366	BUHL	BUHL
367	E Z 60	EZ60
368	CHIPMORE	CHPMR
369	HUDSON	HUDSN

MANUFACTURER CODES AND ABBREVIATIONS (cont'd.)

<u>MANUFACTURER CODE</u>	<u>DESCRIPTION</u>	<u>ABBR</u>
370	KAYOT	KAYOT
371	TOYOTA	TOYOT
372	WIGGINS	WIGGN
373	SIMPLICITY	SPLCY
374	JAEGER	JAEGR
375	SHERMAN	SHMAN
376	S E SAPP SONS	SES
377	NECKOVER TRAI	NTRAI
378	HUDSON BROS	HNBRO
379	LEDWELL SONS	LWSON
380	CROCETT IRON	CRKIR
381	PHELAN	PHELN
382	BIG JOHN	BJOHN
383	LUFKIN	LUFKN
384	PUCH	PUCH
385	ANGELOS CARTS	ACART
386	TAYLOR DUNN MFG	TOMFG
387	HOROCO MARKEET	HOMKT
388	T C M	TCM
389	TAMPO MFG CO	TMC
402	BIRMINGHAM INC	BGHAM
404	BETTER BUILT	BTRBL
405	N P ARNOLD	NPANL
406	CROSLEY	CRSLY
407	JCB	JCB
408	KOOL POWER	KLPWR
409	LITTLEFIELD	LIFLD
410	RANGLAND DRILL	RLDRL
411	COX WELDING	COWEL
412	TLJ MFG CO	TJMFG
413	GILLETTE	GLETT
414	ELLIOTT	ELLIT
415	PERKINS & ADAMS	PRKAD
416	ATLAS COBRA	ATCOB
417	BAILIES MFG	BAMFG
418	DAKOTA MFG CO	DAKMF
419	HOLDER	HOLDR
420	PACIFIC TOP	PATOP
421	FORMALL	FORML
422	MANMAR	MANMR
423	CHAPARR	CHAPR
424	KALYM TRAILER CO	KATRL

MANUFACTURER CODES AND ABBREVIATIONS (cont'd.)

<u>MANUFACTURER CODE</u>	<u>DESCRIPTION</u>	<u>ABBR</u>
425	MAZDA	MAZDA
426	LAKESIDE	LAKSI
427	BATCLIFFE	BACLF
428	S&H TRAILER	SHTRL
429	AMERICAN-LA FRANCE	AMLF
430	DRILL	DRILL
431	BROCKWAY	BROCK
432	CHRYSLER	CHRY
434	FEDERAL	FEDL
435	LAND ROVER	LANDR
436	LORAIN	LORAN
437	OPEL	OPEL
438	OSHKOSH	OSHK
439	PEUGEOT	PEUGT
440	TALBOT	TALBO
441	VOLKSWAGON	VOLK
442	HMC TRAILERS	HMCTR
443	DYNAMELD INC	DMINC
444	SONNY'S CUSTOM TRAILER INC	SCTRL
445	CUMMINGS WELDING	CMMLD
446	CURTIS	CRTIS
447	LINDSAY	LNSY
448	ROPE	ROPE
449	BUTLER	BUTLR
450	CLEARR MANUFACTURING	CLMFG
451	SHORLINE PRODUCTS INC	SLPRD
500	WILLIS-JEEP	WJEEP
999	UNKNOWN	UNKNW

MOUNTED VEHICLE SPECIAL APPLICATION CODES

<u>CODE</u>	<u>DESCRIPTION</u>
TA	AUGER
TBM	BAIT MIXING
TB	BLOWER
TCB	CAMPERBODY
TC	CRANE
TEQ	EMERGENCY EQUIPPED
TEL	ELECTRONIC EQUIPPED
TF	FIRE
TFU	FUMIGATING
TLA	LABORATORY
TRF	REFRIGERATION
TR	REFUSE
TS	SHOP
TSP	SPRAYER
TTA	TANK
TWR	WRECKER
OTH	OTHER

