

**TYPE DESIGNATION  
AUTOMATED SYSTEM  
READ-ONLY USER'S GUIDE  
VERSION 2.5**

**for the**

**DOD CALS IDE PROJECT**

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Submitted by  
ManTech Advanced Systems International, Inc.  
West Virginia Technology Applications Operations Center  
1000 Technology Drive, Suite 3310  
Fairmont, West Virginia 26554

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Non-CDRL



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Robert S. Kidwell  
Senior Technical Director  
DoD CALS IDE Project

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Jack G. Richman  
Project Manager  
DoD CALS IDE Project

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## **1.0 INTRODUCTION**

The Type Designation Automated System (TDAS) facilitates the assignment and support of type designations in accordance with Military Standard (MIL-STD) 196. TDAS automates the submittal and support of DD Form 61s, the retrieval of type-designation data previously stored in the database within TDAS, and the assignment of nomenclature. All data submitted via TDAS is stored within the system's database. At the black box level with the help of TDAS, every National Stock Number (NSN) can be tied to the Federal Logistics Information System (FLIS) database and Type Designations. All data submitted via TDAS is stored in the TDAS database.

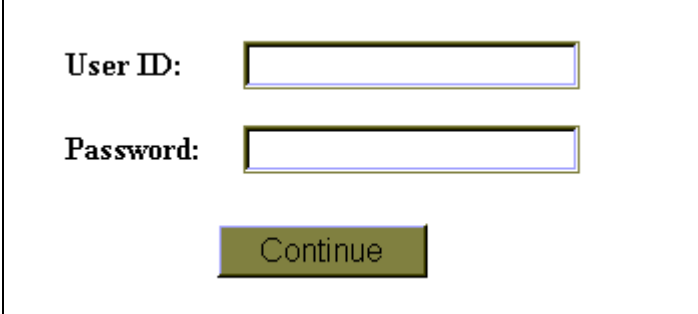
TDAS is designed to support both local users within the military and external users such as Manufacturing Contractors. The TDAS architecture comprises of a Web Server, a Relational Database Management System (RDMS), and DD Form 61 data, which are accessible via the Internet. Furthermore, TDAS also provides key information to the Defense Logistics Information Systems (DLIS) Information Hub via queries originating from the DLIS Information Hub to TDAS.

TDAS offers four levels of "read-and-write" access and action, and two levels of "read-only" access. Department Control Points (DCP) for each site using TDAS are responsible for the assignment and control of user IDs, passwords, and so on.

"Read-and-write" access to TDAS is available to Department of Defense Control Points (DoDCP), DCP, Submitter Review Points (SRP), and Manufacturing Contractors. Two types of "read-only" access are available to other users: "Read Only (Limited)" and "Read Only (All)." Users will have available only those commands appropriate to their respective levels of access.

## 2.0 INITIAL LOGIN SCREEN

The initial login screen (See Figure 2.0-1) prompts the user for User ID and Password.

The image shows a login screen with two input fields and a button. The first field is labeled "User ID:" and the second is labeled "Password:". Below these fields is a button labeled "Continue". The entire screen is enclosed in a rectangular border.

User ID:

Password:

Continue

**Figure 2.0-1 Initial Login Screen**

If the user gets an error message when trying to login to TDAS, it may be because an invalid user ID and/or password was entered. The passwords will only be valid for ninety (90) days. The user may also get an error message if a reliable Internet connection to the TDAS server cannot be established. Check the user ID and password and try again. If the user knows that the user ID and password are correct, try to connect to the TDAS server at another time.

The user may not be able to connect to the TDAS server for a variety of reasons. The most likely cause, although vague, is that a reliable Internet connection cannot be established to the TDAS server. In this situation, the problem can lie anywhere on the Internet between the user's computer and the TDAS server. To report problems, fill out a Software Trouble Report/Software Change Report (STR/SCR) found on the Main TDAS Web Page.

### 3.0 READ-ONLY COMMANDS – MAIN MENU

There are two types of Read-Only access: “Read Only (All)” and “Read Only (Limited).” The “Read Only (All)” user has viewing privileges for all data contained in the TDAS database. The “Read Only (Limited)” has viewing privileges for only the completed data.

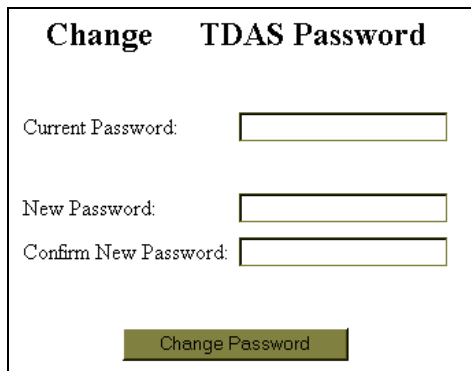
<i>FILE</i>	<i>ACTIONS</i>	<i>REPORTS</i>	<i>HELP</i>
<a href="#">Change Password</a> <a href="#">Quit TDAS</a>	<a href="#">View Form</a>	<a href="#">View All Submittals</a> <a href="#">Duplicate Design Activity Parts</a> <a href="#">Duplicate Manufacturer Parts</a> <a href="#">Duplicate Contractor Parts</a>	<a href="#">About TDAS</a> <a href="#">TDAS Help</a> <a href="#">MIL-STD-196E</a> <a href="#">DID/DI-CMAN-81254A</a>

**Figure 3.0-1 Read-Only Main Menu**

Primary procedures that will be performed by a TDAS user at Read-Only level of access are listed and described below.

The FILE menu contains only two commands. These two commands are CHANGE PASSWORD and QUIT TDAS.

Use the CHANGE PASSWORD command to change the user’s password. In the “Current Password” field, type the existing password. In the “New Password” field, type the new password. In the “Confirm New Password” field, type the new password a second time.



The image shows a web form titled "Change TDAS Password". It contains three input fields: "Current Password:", "New Password:", and "Confirm New Password:". Below the fields is a button labeled "Change Password".

**Figure 3.0-2 Change Password Screen**

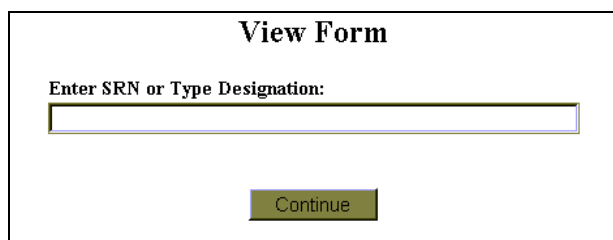
Use the QUIT TDAS command to exit the TDAS Web Client. By selecting QUIT TDAS, the user will be taken back to the initial login screen.

Below are some scenarios that Read-Only users will encounter, along with the steps to take to complete the specific tasks.

1. To view a form:
  - a. Click on the VIEW FORM command found in the *ACTIONS* menubar (See Figure 3.0-1).
  - b. Enter the Source Request Number (SRN) or the type designation of the form to be viewed.
  
2. To view a group of submittals:
  - a. Click on the VIEW ALL SUBMITTALS command found in the *REPORTS* menubar (See Figure 3.0-1).
  - b. Enter the query information that will help to narrow down the search results.
  - c. Click the “Query” button at the bottom of the form.
  
3. To view duplicate parts reports:
  - a. Determine which type of reports are to be viewed and click on that command found in the *REPORTS* menubar, Figure 3.0-1 (i.e., DUPLICATE DESIGN ACTIVITY PARTS, DUPLICATE MANUFACTURER PARTS, DUPLICATE CONTRACTOR PARTS).

**View Form:**

The VIEW FORM command that is found in the *ACTIONS* menubar enables the user to view DD Form 61s. When a user clicks on this command, a dialog box will appear, as shown in Figure 3.1-1, prompting the user to enter the SRN or the type designation of the form to be viewed. “Read Only (Limited)” users can view only completed approved forms. “Read Only (All)” users can view all data contained in the TDAS database 4.0 REPORTS.



The image shows a dialog box titled "View Form". Inside the dialog box, there is a label "Enter SRN or Type Designation:" followed by a text input field. Below the input field, there is a button labeled "Continue".

**Figure 3.1-1 View Form Dialog Box**

## 4.0 REPORTS

TDAS gives each user the ability to view reports appropriate to their respective levels of access. Read Only (Limited) users can view only completed approved forms. Read Only (All) users can view all data contained in the TDAS database. Manufacturing Contractors can view all submittals, pending submittals, approved submittals, and returned submittals that originated with them. Submittal Review Points and Department Control Points can view all submittals, pending submittals, approved submittals, returned submittals, duplicate design activity parts, duplicate manufacturer parts, and duplicate contractor parts. DoDCP can view all submittals, pending submittals, approved submittals, completed non-Army DD 61s, completed Army DD 61s, statistics overall, statistics by technician, statistics by proponent, statistics by proponent and action, duplicate design activity parts, duplicate manufacturer parts, and duplicate contractor parts.

### 4.1 Report Querying

A query constraint is nothing more than a way of limiting the records that the query will return. Querying a database without constraining the query is like asking for every book in a library. The more constraints placed on a query, the more precise the results will be. Follow these query constraint guidelines for report querying:

- Any field that is left blank on the query form will act as a wildcard in the query. A “wildcard” element in a query simply means that any document or record containing ANY information (or no information at all) in that particular field will be returned as a result of the query.
- Query form fields that contain information that was entered by the user will be logically “AND”ed in the query. If two elements in a query are logically “AND”ed, any returned result (e.g., a document or record) will contain both of the elements. For example, if a query is constructed in which the elements “blue” and “red” are “AND”ed, any returned result will contain BOTH the word “blue” and the word “red.”

Any document or record containing only the word “blue,” or only the word “red” would not be returned as a result of the “blue” AND “red” query.

When executing a query in TDAS, the software assumes that the user wants all of the query terms they have specified to be logically “AND”ed. TDAS logically “AND”s all query terms.

- If a starting date is specified, but not an ending date, then the resulting set of submittals to be viewed will include only those forms where the date of request falls ON or AFTER the starting date.

If an ending date is specified, but not a starting date, then the resulting set of submittals to be viewed will include only those forms where the date of request falls ON or BEFORE the ending date.

If both a starting date and an ending date are specified, then the resulting set of submittals to be viewed will include only those forms where the date of request falls BETWEEN the starting date and the ending date.

For example: To see a list of DD Form 61s that had been submitted in the last quarter of 1996, use a start date of 10/01/1996 and an end date of 12/31/1996. By using these constraints, the user would be certain to receive all of the DD Form 61s submitted during the last quarter of 1996.

If only the first constraint was used, the user would receive all of the DD Form 61s submitted during the period of 10/01/1996 to the present. If 10/01/1986 was inadvertently entered as the first constraint instead of 10/01/1996, the user would receive all of the DD Form 61s submitted during the period of 10/01/1986 to the present.

The following are fields that may be completed when report querying. These fields are shown in the dialog boxes in Figures 4.2-1 and 4.3-1.

**Source Request Number (SRN):** Matches all records where the SRN starts with the value entered in the query form.

**Thru or Via (Agency):** Matches all submittals where the “thru/via” agency field contains the value entered in the query form.

**Item Name:** Matches all records where the item name contains the value entered in the query form.

**Type Designation:** Matches all records where the type designation contains the value entered in the query form.

**Design Activity Part Number:** Matches all records where the design part number contains the value entered in the query form.

**Manufacturer’s Part Number:** Matches all records where the manufacturer’s part number contains the value entered in the query form.

**Contractor’s Part Number:** Matches all records where the contractor’s part number contains the value entered in the query form.

**CAGE Code:** Matches all records where the design activity CAGE code exactly matches the value entered in the query form.

**Federal Supply Class (FSC):** Matches all records where the FSC exactly matches the value entered in the query form.

**National Item Identification Number (NIIN):**

Matches all records where the NIIN exactly matches the value entered in the query form.

**Status:**

Matches all records where the status matches the value on the query form.

#### 4.2 View All Submittals Screen for Read Only (Limited) Users

This command enables the user to view certain key portions of the information contained in the approved DD Form 61s. The terms of the query entered by the user will determine the nature and extent of the information returned by the query. A dialog box called a query form will open when this command is selected. The information entered by the user in the query form will determine which submittals' information is returned as a result of the query.

### View Approved Submittals

Starting Date (mm/dd/yyyy):

Ending Date (mm/dd/yyyy):

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SRN:

Thru or Via (Agency):

Item Name:

Type Designation:

Design Activity Part No:

Manufacturer's Part No:

Contractor's Part No:

CAGE Code:

FSC:

NIIN:

Status: *Approved*

**Figure 4.2-1 View All Submittals Screen for Read Only (Limited) Users**

### 4.3 View All Submittals Screen for Read Only (All) Users

This command enables the user to view key information from ALL of the DD Form 61s whose approval is pending, approved, and/or returned. To view forms with a specific status, click the View All Submittals command. When this command is selected, a dialog box called a query form will open. The information entered by the user in the query form will determine which submittals' information is returned as a result of the query.

View All Submittals	
Starting Date (mm/dd/yyyy):	<input type="text"/>
Ending Date (mm/dd/yyyy):	<input type="text"/>
SRN:	<input type="text"/>
Thru or Via (Agency):	<input type="text"/>
Item Name:	<input type="text"/>
Type Designation:	<input type="text"/>
Design Activity Part No:	<input type="text"/>
Manufacturer's Part No:	<input type="text"/>
Contractor's Part No:	<input type="text"/>
CAGE Code:	<input type="text"/>
FSC:	<input type="text"/>
NIIN:	<input type="text"/>
Status:	<input type="text" value="(None)"/>
<input type="button" value="Query"/>	

Figure 4.3-1 View All Submittals Screen for Read Only (All) Users

### 4.4 Duplicate Design Activity Parts

This command enables the user to view key information from all of the DD Form 61s that have duplicate design activity parts. When this command is selected, a report will automatically be generated listing the duplicated design activity part numbers, along with the SRN and Type Designation for each item with duplicated design activity part numbers.

### 4.5 Duplicate Manufacturer Parts

This command enables the user to view key information from all of the DD Form 61s that have duplicate manufacturer parts. When this command is selected, a report will automatically be generated listing the duplicated manufacturer part numbers, along with the SRN and Type Designation for each item with duplicated manufacturer part numbers.

#### **4.6 Duplicate Contractor Parts**

This command enables the user to view key information from all of the DD Form 61s that have duplicate contractor parts. When this command is selected, a report will automatically be generated listing the duplicated contractor part numbers, along with the SRN and Type Designation for each item with duplicated contractor part numbers.

## 5.0 SOURCE REQUEST NUMBERS

The Source Request Number (SRN) is a serial number in a specific format that is computer-generated and approved by the DCP. No two DD Form 61s may have the same SRN, whether a new assignment, revision, or cancellation. This also includes re-submittals of items returned without action and/or disapproved.

The format for the SRN has been modified to account for the year 2000. The new SRN format is as follows:

**aaa-bbbb-cccc-ddd-eee**

### Where:

- 'aaa'** = 2-6 alphanumeric characters (indicates activity, program office, field activity, and so on).
- 'bbbb'** = 4-digit year.
- 'cccc'** = Sequential package number for submitter in this year.
- 'ddd'** = Sequential item number for this item within the package.
- 'eee'** = Total number of items in this package.

### Example:

- SRN = 'DND-1997-0129-005-100'.
- DND = Activity code, program office code, field activity code, and so on. In this case, Department of National Defense (DND) refers to the equivalent of U.S. DoD.
- 1997 = Year.
- 0129 = 129th package submitted by, in this case, the Canadian DND this year.
- 005 = Fifth item in this package.
- 100 = 100 items in this package.

## **APPENDIX A: FREQUENTLY ASKED QUESTIONS**

### **Why am I getting an error when I try to log into TDAS?**

You may be getting an error because you have entered an invalid user ID and password. Moreover, you may also get an error if a reliable Internet connection to the TDAS server cannot be established. Check your user ID and password and try again. If you know, without a doubt, your user ID and password are correct, then try to connect at another time.

### **Why am I getting a connection error, although I have already logged in?**

You may not be able to connect to the TDAS server for a variety of reasons. The most likely cause, although vague, is that a reliable Internet connection cannot be established to the TDAS server. In this situation, the problem can lie anywhere on the Internet between your computer and the TDAS server.

### **Why am I getting a TDAS error?**

You may receive this message if a reliable Internet connection cannot be established between your computer and the TDAS server. If, however, you know, without a doubt, that it is not the Internet, then document exactly what you were doing and submit an electronic STR/SCR from the main TDAS web page. Make sure that you are as detailed as possible. It is extremely difficult to replicate and fix a problem when the problem description is vague.

### **Why am I getting Java errors?**

First, make sure that you are running a recent version of Netscape. We recommend using Netscape Communicator V4.x.

Second, you may get a Java error if you do not wait for the Web page to finish loading before you clicked on a button to continue. Make sure that you wait until each page finishes loading before continuing to the next page. On the DD 61 Form, this includes waiting for the Java applet that contains the complement data to load completely.

## **What should I do if I click on the “Back” button (either on the Web page or on the Netscape toolbar), and my data is not on the form?**

Your cache is not large enough. To increase the sizes of your caches in Netscape Communicator V4.x, click on “Preferences” in the “Edit” drop-down menu. Then, click or double-click on “Advanced” on the left side of the window, so that you are able to see the subcategories below it. Next, click on “Cache” (below “Advanced”). Increase the values for “Memory Cache” and “Disk Cache.” The following values have been used:

Memory Cache = 2048

Disk Cache = 8192

## **How should Netscape be configured?**

Make sure that the size of your caches is large enough. Refer to the section above regarding the caches.

Make sure that your Web browser compares each page it loads to the one on the server each time it is loaded. You can do this in Netscape Communicator V4.x by clicking on “Preferences” in the “Edit” drop-down menu. Then, click or double-click on “Advanced” on the left side of the window, so that you are able to see the subcategories below it. Next, click on “Cache” (below “Advanced”). Finally, select “Once per session” below “Document in cache is compared to document on network.”

Check to make sure that Java and JavaScript are enabled. You can do this in Netscape Communicator V4.x by clicking on “Preferences” in the “Edit” drop-down menu. Then, click on “Advanced” on the left side of the window. Select the “Enable Java” and “Enable JavaScript” options on the right side of the window.

Make sure that your Web browser “accepts all cookies.” You can do this in Netscape Communicator V4.x by clicking on “Preferences” in the “Edit” drop-down menu. Then, click on “Advanced” on the left side of the window. Select the “Accept all cookies” on the right side of the window.

If the computer is located inside of a firewall, there are other issues. Please contact the firewall administrator if there are connection or configuration problems.

## **Whom should I contact for technical support?**

Document exactly what you were doing and submit an electronic STR/SCR from the main TDAS Web page. Make sure that you are as detailed as possible. It is extremely difficult to replicate and fix a problem when the problem description is vague.

## **APPENDIX B: GLOSSARY**

<b>ACTIVITY PART NUMBER</b>	An alphanumeric string identifying the equipment part nomenclature in this design activity.
<b>CAGE CODE</b>	A code comprising five alphanumeric characters - the Commercial And Government Entity code, identifying the design activity responsible for the equipment.
<b>COMPLEMENT DATA ITEM NAME</b>	The complement data item name. Note that "complement data" refers to the list of the major components that are part of the item/system being nomenclatured.
<b>COMPLEMENT DATA TYPE DESIGNATION</b>	The type designation for the complement data item.
<b>COMPLEMENT DATA CAGE CODE</b>	A code comprising five alphanumeric characters - the Commercial And Government Entity code, identifying the design activity responsible for the particular complement part of an end-item.
<b>COMPLEMENT DATA DRAWING NUMBER</b>	An alphanumeric string identifying the drawing of a particular complement part of an end-item (the item nomenclatured).
<b>COMPLEMENT DATA PART NUMBER</b>	An alphanumeric string identifying the complement data part.
<b>COMPLEMENT DATA</b>	A list of the major components in the item/system being (targeted for) nomenclatured. Note that these listed items/systems are commonly nomenclatured also. Each component listed contains the following nine information fields: Quantity, Item Name, CAGE Code, Part Number, Drawing Number (if nomenclatured designation), Type Designation, National Stock Number (NSN), Model Number, and SRN of Item. This information is contained in Item #7 of Block #14 of the DD Form 61.
<b>CONTRACT OR ORDER NUMBER</b>	Number identifying the contract responsible for submitting a DD Form 61 to nomenclature the equipment.

<b>CONTRACTOR CAGE CODE</b>	A code comprising five alphanumeric characters - the Commercial And Government Entity code, identifying the contractor responsible for the equipment
<b>CONTRACTOR DRAWING NUMBER</b>	The contractor's alphanumeric string identifying the drawing of the end-item being nomenclatured.
<b>CONTRACTOR PART NUMBER</b>	The contractor's alphanumeric string identifying the nomenclatured equipment part.
<b>GOVERNMENT DRAWING NUMBER</b>	An alphanumeric string identifying the drawing of the end-item being nomenclatured.
<b>DESIGN ACTIVITY DRAWING NUMBER</b>	An alphanumeric string identifying the drawing of the end-item being nomenclatured.
<b>DESIGN CAGE</b>	A code comprising five alphanumeric characters - the Commercial And Government Entity code, identifying the design activity responsible for the equipment.
<b>DESIGN PART NUMBER</b>	An alphanumeric string identifying the equipment part nomenclatured in this design activity.
<b>GOVERNMENT DRAWING NUMBER</b>	An alphanumeric string identifying the drawing of the end-item being nomenclatured.
<b>GOVERNMENT SPECIFICATION NUMBER</b>	A number that references the Government specification that was used as the basis for which the item was built.
<b>ITEM NAME</b>	A name published in the Federal Cataloging Handbook H6, or that name developed by the requester in accordance with MIL-STD-100 and DoD 4100.39-M, Volume 3, Chapter 2, that portion applicable to drawing titles. Item names used with type designation assignments will be consistent with policies of the Federal Cataloging Program. An Item Name is what the item is, not what it does.

<b>MANUFACTURER CAGE CODE</b>	A code comprising five alphanumeric characters - the Commercial And Government Entity code, identifying the manufacturer responsible for the equipment.
<b>MANUFACTURER DATA DRAWING NUMBER</b>	The manufacturer's alphanumeric string identifying the drawing of the end-item being nomenclatured.
<b>MANUFACTURER PART NUMBER</b>	The manufacturer's alphanumeric string identifying the equipment part nomenclatured.
<b>NOMENCLATURE</b>	Refers to item name and type designation.
<b>PACKAGES</b>	A group of DD Form 61s for a particular configuration item and/or system, which consists of related sub-items and/or -systems, that is being processed for type designation and nomenclature.
<b>SOURCE REQUEST NUMBER</b>	A serial number in a specific format that is computer-generated and approved by the Department Control Point. No two DD Form 61s may have the same SRN, whether a new assignment, revision, or cancellation. This also includes re-submittals of items returned without action and/or disapproved. Please refer to Section 6.0 for a description of the SRN format.
<b>TYPE DESIGNATION</b>	A combination of letters and numerals arranged in a specific sequence to provide a short, significant method of identification of equipment.

## **APPENDIX C: ACRONYMS**

<b>CAGE</b>	Commercial And Government Entity
<b>CALS</b>	Computer-aided Acquisition and Logistics Support
<b>CDRL</b>	Contract Data Requirements List
<b>DCP</b>	Department Control Points
<b>DoDCP</b>	Department of Defense Control Points
<b>DND</b>	Department of National Defense
<b>DLIS</b>	Defense Logistics Information System
<b>DoD</b>	Department of Defense
<b>FLIS</b>	Federal Logistics Information System
<b>FSC</b>	Federal Supply Class
<b>IDE</b>	Integrated Data Environment
<b>MIL-STD</b>	Military Standard
<b>NIIN</b>	National Item Identification Number
<b>NSN</b>	National Stock Number
<b>RDMS</b>	Relational Database Management System
<b>SRN</b>	Source Request Number (see Section 6.0 for more details)
<b>SRP</b>	Submitter Review Points
<b>STR/SCR</b>	Software Trouble Report/Software Change Report
<b>TDAS</b>	Type Designation Automated System