

Activities Utilizing the DD1391 Processor System

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Introduction

The purpose of this appendix is to provide a general overview of the capabilities available to the various activities/organizations utilizing the DD1391 Processor System. The listing of functions for each Activity is by no means all inclusive, but is provided to give you an appreciation of the general activities performed at the various organizational levels. The organizational levels are presented in the following order:

1. Process Manager
2. Cost Reviewer
3. PM Reviewer (Read/Write)
4. HQ IMA Reviewer (Read/Write)
5. PM Reviewer (Read-Only)
6. Region or MACOM
7. Major Subordinate Command (MSC)
8. Region/MACOM Reviewer (Read/Write)
9. Region/MACOM/MSC Reviewer (Read-Only)
10. District/Division
11. Installation
12. Installation Reviewer (ISC)

For each level of authority being described, the information is divided into the following sections:

Capabilities: The general capabilities of the specified Activity.

Directory: A general explanation of the specified Activity's directory, including how forms are initially entered in the directory.

Authorities: The types of authorities a user at the specified Activity can have over forms in the Activity's directory.

1. Process Manager

Capabilities

A Process Manager has the following capabilities:

1. Manage all projects for a specific Military Construction Program (MCA, NAF, MED, AFH, etc.).
2. Prepare forms. The Process Manager can prepare DD1391 Forms for Installations. When a newly prepared form is saved, the system automatically permits “Read” access to the Installation’s IMA Region, ISEC, and the 1391 CX. Once the form is prepared, the **TRANSFER** function can be used to transmit authority over the form to the Activity for which the form was prepared. The Installation is assigned **Q** authority over the transferred form and the Process Manager receives **P** authority.
3. Modify forms. The Process Manager must have **S**, **U**, or **W** authority over a form before the system allows modification to all Tabs. The exception to this is Tabs B-K and Attachments which can be changed with either **S**, **U**, **W**, or **V** authority.
4. Use the **RANK** function to assign each form a Process Manager's level priority rank code.
5. **CREATE COMMENTS** for forms listed in the Process Manager's directory. These comments remain with the forms and all users with access to the form may read the comments. The Process Manager may also enter comments for Inactive projects.
6. **FREEZE** Tabs on specific forms so Activities will not be allowed to modify them. In order for the system to execute the **FREEZE** function, a Process Manager must have **S** or **V** authority over the form. A **FREEZE** placed on a form by a Process Manager can be removed only by that Process Manager.
7. Use the **RFC (Return For Correction)** function to return the authority to modify a specific form to the Region (or MACOM) which submitted that authority.
8. Use the **RTS (Return To Sender)** command to return authority over a form to the Activity which submitted it. **RTS** is used to correct a submittal path error.

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9. Use the **RWP (Return With Prejudice)** function to return the authority over a form to the Region (or MACOM) which submitted it. Forms which are **RWP'd** are identified by the system as unsuccessful forms and cannot be resubmitted. Once **RWP'd** forms are returned to the Installation, they can only be removed from the active system. All **RWP'd** forms removed from the active system are archived as unsuccessful forms.
10. Use the **ARCHIVE** or **ENACT** function to remove from the active system forms for projects which have been approved by Congress.
11. Use the **PROCESS MANAGER UPDATE** function to obtain write authority over a form before the actual submittal of the project.

Directory

A form is initially entered in a Process Manager's directory when the authority to modify it is submitted by a Region (or MACOM). A Process Manager's directory may also contain forms for which "Read" access has been permitted by another Activity. The Process Manager can also create forms. A directory listing can be obtained by selecting variations of the **Standard** and **Custom Directory** functions.

Authorities

Process Managers have access to all forms listed in their directory. The type of access a Process Manager has to a specific form is determined by the "authority" listed for that form in the Process Manager's directory. The following is a description of each authority, along with the type of access granted by that authority.

W (Write) Authority: **W** authority is assigned to new forms, forms for which the authority to modify has never been transferred. **W** authority allows the PM to modify the form. Once a form has been created and the authority is transferred using the **TRANSFER** function, the Activity issuing the command is assigned **P** authority. The Activity to which the form is transferred receives **Q** authority.

S (Submit) Authority: **S** authority is assigned forms for which the authority to modify has been submitted to the Process Manager by a Region (or MACOM). **S** authority allows the Process Manager to modify the form. It also allows the Process Manager to issue specific functions, such as **RFC**, **RTS**, and **ARCHIVE**.

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- V (Review) Authority:** **V** authority is assigned forms for which the authority to modify has been returned to the Region (or MACOM) which submitted it. (The **RFC** function is used to return the authority to modify to the Region.) With **V** authority, the Process Manager cannot change any data on the form except Tabs B-K and Attachments.
- Z Authority:** **Z** authority is assigned forms which have been **RWP'd** (Returned With Prejudice) and are awaiting deletion at the Installation level.
- P Authority:** **P (Read)** authority is assigned forms for which the authority to modify has been transferred by the Process Manager (using the **TRANSFER** function) to the appropriate Installation, or if another activity has permitted authority to read to the Process Manager.
- U (Permit/Write) Authority:** **U** authority is assigned forms for which the authority to modify has been permitted with write authority to the Process Manager, or the Process Manager has issued a **PROCESS MANAGER UPDATE**.

Regardless of the type of authority listed in the Process Manager's directory, the Process Manager has "Read" access to all the listed forms. This means the Process Manager can access the DD1391 Module and use a variation of the **PRINT** function to print the contents of any Tab as well as any comments written for a specific DD1391 Form.

The Process Manager can use the **CREATE COMMENT** function to enter a comment to forms. The **PRINT** function can also be used to print various versions of any form listed in the user's directory.

2. Cost Reviewer

Capabilities

Cost Reviewers have the following capabilities:

1. Make the necessary changes on DD1391 Forms for which the authority to modify has been submitted to the Process Manager by the Region or MACOM. The Cost Reviewer must have **W**, **U**, or **S** authority over a form before the system allows any modification other than changes to Tabs B-K and Attachments.
2. **CREATE COMMENTS** for forms listed in the Reviewer's directory.
3. Cost Reviewers can also use the **FREEZE** function to freeze all of Tab A (except the text paragraphs) so subordinate activities cannot change the data. A **FREEZE** on a form by a Cost Reviewer can be removed only by that Cost Reviewer.
4. Cost Reviewers also have access to the following **COST UPDATE** functions:
 - a) **INCREASE/DECREASE CWE** - Allows the Cost Reviewer to modify the Unit Cost (or Total Cost if UM = LS) for each line item by a percentage for specific projects.
 - b) **CURRENCY EXCHANGE RATE** - Allows the Cost Reviewer to change the Unit Cost (or total Cost if UM = LS) for each line item by modifying the Exchange Rate for OCONUS projects.
 - c) **CHANGE FISCAL YEAR** - Allows the Cost Reviewer to change the Fiscal Year on selected forms.
 - d) **UPDATE SIOH PERCENT** - Allows the Cost Reviewer to change the Supervision, Inspection, and Overhead percent on selected forms.
 - e) **UPDATE CONTINGENCY PERCENT** - Allows the Cost Reviewer to change the Contingency percent on selected forms.
 - f) **CONVERT TO METRIC/ENGLISH** - Allows the Cost Reviewer to convert specific data in a DD1391 Form currently in English measurements to metric measurements (and vice versa).

Directory

A Cost Reviewer's directory is identical to the Process Manager's directory. Forms are entered in a Cost Reviewer's directory when the authority to modify them is submitted to the Process Manager by a REGION (or MACOM). A Cost Reviewer's directory may also contain forms for which "Read" access has been permitted by another Activity. A Cost Reviewer's directory listing can be obtained by using variations of the **Standard** and **Custom Directory** functions.

Authorities

Cost Reviewers have access to all forms listed in their directory. The type of access a Cost Reviewer has to a specific form is determined by the "authority" listed for that form in the Reviewer's directory. The following is a description of each authority, along with the type of access granted by that authority.

W (Write) Authority: **W** authority is assigned to new forms, forms for which the authority to modify has never been transferred. **W** authority allows the Cost Reviewer to modify the form. Once a form has been created and the authority is transferred using the **TRANSFER** function, the Activity issuing the command is assigned **P** authority. The Activity to which the form is transferred receives **Q** authority.

S (Submit) Authority: **S** authority is assigned forms for which the authority to modify has been submitted to the Process Manager by a Region (or MACOM). Cost Reviewers can modify these forms.

V (Review) Authority: **V** authority is assigned forms for which the authority to modify has been returned to the Region (or MACOM) which submitted it. With **V** authority, the Cost Reviewer may only change Tabs B-K and Attachments. Only the Process Manager can issue the **RFC** (Return For Correction) function to return the authority to modify a form.

Z Authority: **Z** authority is assigned forms which have been **RWP'd** (Returned With Prejudice) and are awaiting deletion at the Installation level.

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P Authority: P authority is assigned forms for which the authority to modify has been transferred by the Process Manager (using the **TRANSFER** function) to the appropriate Installation, or if another activity has permitted authority to read to the Process Manager.

U (Permit/Write): U authority is assigned forms for which the authority to modify has been permitted with write authority to the Process Manager, or the Process Manager has issued a **PROCESS MANAGER UPDATE**.

Regardless of the type of authority listed in the Cost Reviewer's directory, the Cost Reviewer has "Read" access to all forms listed. This means the Cost Reviewer can access the DD1391 Module and use a variation of the **PRINT** function to print the contents of any Tab of a DD1391 Form. The Cost Reviewer can use the **CREATE COMMENT** function to enter comments. The **PRINT** function can also be accessed to print various versions of any form listed in the user's directory.

3. PM Reviewer (Read/Write)

Capabilities

PM Reviewers with permission to write on forms have the following capabilities:

1. Make the necessary changes on DD1391 Forms for which the authority to modify has been submitted to the Process Manager by the Region or MACOM. A PM Reviewer's directory may also contain forms for which "Read" access has been permitted by another Activity. The PM Reviewer must have **W**, **U**, or **S** authority over a form before the system allows any modification other than changes to Tabs B-K and Attachments.
2. **CREATE COMMENTS** for forms listed in the Reviewer's directory.

Directory

A PM Reviewer's directory is identical to the Process Manager's directory. Forms are entered in a PM Reviewer's directory when the authority to modify them is submitted to the Process Manager by a Region (or MACOM). A PM Reviewer's directory may also contain forms for which "Read" access has been permitted by another Activity. A PM Reviewer's directory listing can be obtained by using variations of the **Standard** and **Custom Directory** functions.

Authorities

PM Reviewers have access to all forms listed in their directory. The type of access a PM Reviewer has to a specific form is determined by the "authority" listed for that form in the PM Reviewer's directory. The following is a description of each authority, along with the type of access granted by that authority.

W (Write) Authority: **W** authority is assigned to new forms, forms for which the authority to modify has never been transferred. **W** authority allows the PM Reviewer to modify the form. Once a form has been created and the authority is transferred by the Process Manager using the **TRANSFER** function, the Activity issuing the command is assigned **P** authority. The Activity to which the form is transferred receives **Q** authority.

S (Submit) Authority: **S** authority is assigned forms for which the authority to modify has been submitted to the Process Manager by a Region (or MACOM). PM Reviewers can modify these forms.

V (Review) Authority: **V** authority is assigned forms for which the authority to modify has been returned to the Region (or MACOM) which submitted it.

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With **V** authority, the PM Reviewer may only change Tabs B-K and Attachments. Only the Process Manager can issue the **RFC** (Return For Correction) function to return the authority to modify a form.

Z Authority: **Z** authority is assigned forms which have been **RWP'd** (Returned With Prejudice) and are awaiting deletion at the Installation level.

P Authority: **P** authority is assigned forms for which the authority to modify has been transferred by the Process Manager (using the **TRANSFER** function) to the appropriate Installation, or if another activity has permitted authority to read to the Process Manager.

U (Permit/Write): **U** authority is assigned forms for which the authority to modify has been permitted with write authority to the Process Manager, or the Process Manager has issued a **PROCESS MANAGER UPDATE**.

Regardless of the type of authority listed in the PM Reviewer's directory, the PM Reviewer has "Read" access to all forms listed. This means the PM Reviewer can access the DD1391 Module and use a variation of the **PRINT** function to print the contents of any Tab of a DD1391 Form. The PM Reviewer can use the **CREATE COMMENT** function to enter comments. The **PRINT** function can also be accessed to print various versions of any form listed in the user's directory.

4. HQ IMA Reviewer (Read/Write)

Capabilities

HQ IMA Reviewers with permission to write on forms have the following capabilities:

1. Make the necessary changes on DD1391 Forms for which the authority to modify has been submitted to the Process Manager by the Region or MACOM. The PM Reviewer must have **W**, **U**, or **S** authority over a form before the system allows any modification other than changes to Tabs B-K and Attachments.
2. **FREEZE** Tab J's NEPA Documentation on specific forms so Activities will not be allowed to modify it. In order for the system to execute the **FREEZE** function, an HQ IMA Reviewer must have **S** or **V** authority over the form. A **FREEZE** placed on a form by the Reviewer can be removed only by that Reviewer.
3. **CREATE COMMENTS** for forms listed in the Reviewer's directory.

Directory

An HQ IMA Reviewer's directory is identical to the Process Manager's directory. An HQ IMA Reviewer's directory may also contain forms for which "Read" access has been permitted by another Activity. Forms are entered in an HQ IMA Reviewer's directory when the authority to modify them is submitted to the Process Manager by a Region (or MACOM). An HQ IMA Reviewer's directory listing can be obtained by using variations of the **Standard** and **Custom Directory** functions.

Authorities

HQ IMA Reviewers have access to all forms listed in their directory. The type of access an HQ IMA Reviewer has to a specific form is determined by the "authority" listed for that form in the HQ IMA Reviewer's directory. The following is a description of each authority, along with the type of access granted by that authority.

W (Write) Authority: **W** authority is assigned to new forms, forms for which the authority to modify has never been transferred. **W** authority allows the HQ IMA Reviewer to modify the form. Once a form has been created and the authority is transferred by the Process Manager using the **TRANSFER** function, the Activity issuing the command is assigned **P** authority. The Activity to which the form is transferred receives **Q** authority.

S (Submit) Authority: **S** authority is assigned forms for which the authority to modify has been submitted to the Process Manager by a Region (or MACOM). HQ IMA Reviewers can modify these forms.

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- V (Review) Authority:** **V** authority is assigned forms for which the authority to modify has been returned to the Region (or MACOM) which submitted it. With **V** authority, the HQ IMA Reviewer may only change Tabs B-K and Attachments. Only the Process Manager can issue the **RFC** (Return For Correction) function to return the authority to modify a form.
- Z Authority:** **Z** authority is assigned forms which have been **RWP'd** (Returned With Prejudice) and are awaiting deletion at the Installation level.
- P Authority:** **P** authority is assigned forms for which the authority to modify has been transferred by the Process Manager (using the **TRANSFER** function) to the appropriate Installation, or if another activity has permitted authority to read to the Process Manager.
- U (Permit/Write):** **U** authority is assigned forms for which the authority to modify has been permitted with write authority to the Process Manager, or the Process Manager has issued a **PROCESS MANAGER UPDATE**.

Regardless of the type of authority listed in the HQ IMA Reviewer's directory, the HQ IMA Reviewer has "Read" access to all forms listed. This means the HQ IMA Reviewer can access the DD1391 Module and use a variation of the **PRINT** function to print the contents of any Tab of a DD1391 Form. The HQ IMA Reviewer can use the **CREATE COMMENT** function to enter comments. The **PRINT** function can also be accessed to print various versions of any form listed in the user's directory.

5. PM Reviewer (Read-Only)

Capabilities

PM Reviewers with permission only to read forms have the following capabilities:

1. Review DD1391 Forms which have been entered in the Process Manager's directory. Copies of forms may be obtained by accessing the **PRINT** function. Any Tab for a particular DD1391 Form can be displayed by accessing the DD1391 Module and using a variation of the **PRINT** function.
2. Enter comments for forms listed in the Reviewer's directory. Comments may be entered for specific forms by using the **CREATE COMMENT** function.

Directory

A PM Reviewer's directory is identical to the Process Manager's directory. Forms are entered in a PM Reviewer's directory when the authority to modify them is submitted to the Process Manager by a Region (or MACOM). A PM Reviewer's directory may also contain forms for which "Read" access has been permitted by another Activity. A PM Reviewer's directory listing can be obtained by using a variation of the **Standard** and **Custom Directory** functions.

Authorities

Regardless of the type of authority listed for a DD1391 Form in a PM Reviewer's directory, the Reviewer (Read-Only) cannot modify the form. A PM Reviewer (Read-Only) can only read forms and enter comments. The **PRINT** function may also be accessed to print various versions of any form listed in the user's directory.

6. Region or MACOM

Capabilities

Users at a Region or MACOM have the following capabilities:

1. Coordinate at the Region or MACOM level, all reviewing which is required before the authority to modify a DD1391 Form is either submitted to the Process Manager or returned to the Installation (or MSC) for correction.
2. Prepare forms. A Region or MACOM may use the **PREPARE** function to create a form for an Installation. When a newly prepared form is saved, the system automatically permits Read access to the Process Manager, ISEC, and the 1391 CX. Once the form is prepared, the **TRANSFER** function can be used to transmit authority over the form to the Activity for which the form was prepared. The Installation is assigned **Q** authority over the transferred form and the Region or MACOM receives **P** authority.
3. Modify forms. **S**, **W**, or **U** authority allows the Region or MACOM to modify all Tabs of the form. **R** or **V** authority allows the Region or MACOM to modify only portions of Tab C, Tabs D-K and Attachments.
4. Use the **RANK** function to assign each form a Region or MACOM level priority rank code.
5. Use the **SUBMIT** function to submit the authority to modify a form to the Process Manager.
6. Use the **RFC** (Return For Correction) function to return the authority to modify a form to the Activity which submitted it.
7. **FREEZE** Tab A of specific forms so subordinate activities will not be allowed to modify them. In order for the system to execute the **FREEZE** function, the Region or MACOM must have **S** or **V** authority over the form. A **FREEZE** placed on a form is automatically removed when the authority to modify the form is submitted to the Process Manager. **FREEZES** entered by the Region or MACOM on forms which have been **RFC**'d can be removed only by the Region or MACOM.
8. **CREATE COMMENTS** for forms listed in the Region or MACOM's directory. All users with access to the forms may read the comments.
9. Use the **RTS** command to return authority over a form to the Activity which submitted it. **RTS** is used to correct a submittal path error.

10. Use the **RWP** (Return With Prejudice) function to return the authority over a form to the Installation which submitted it. Forms which are **RWP'd** are identified by the system as unsuccessful forms and cannot be resubmitted. Once **RWP'd** forms are returned to the Installation, they can only be removed from the active system. All **RWP'd** forms removed from the active system are archived as unsuccessful forms.

Directory

Forms are entered in a Region or MACOM's directory when the authority to modify them is submitted by an Installation or MSC. A Region or MACOM's directory may also contain forms for which "Read" access has been permitted by another Activity. A directory listing can be obtained by selecting variations of the **Standard** and **Custom Directory** functions.

Authorities

Users have access to all forms listed in their directory. The type of access a user has to a specific form is determined by the "authority" listed for that form in the user's directory. The following data describes each authority, along with the type of access granted by that authority.

W (Write) Authority: **W** authority is assigned to new forms, forms for which the authority to modify has never been transferred. **W** authority allows the user to modify all Tabs of the form. Once a form has been created and the authority is transferred using the **TRANSFER** function, the Activity issuing the command is assigned **P** authority. The Activity to which the form is transferred receives **Q** authority.

S (Submit) Authority: **S** authority is assigned forms for which the authority to modify has either been submitted by an Installation or MSC, or has been returned for correction (**RFC**) or returned to sender (**RTS**) by the Process Manager. **S** authority allows the Region or MACOM to modify all Tabs of a form. It also allows REGIONs or MACOMs to execute specific functions, such as **RFC**, **SUBMIT**, **FREEZE**, **RTS**, and **UNFREEZE**.

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R (Read) Authority: **R** authority is listed for forms for which the Region or MACOM has submitted the authority to modify to the Process Manager. **R** authority only allows users to change data in portions of Tab C, Tabs D-K and Attachments.

V (Review) Authority: **V** authority is assigned forms for which the Region or MACOM has issued the **RFC** command. Region or MACOM users can only change data in portion of Tab C, D-K and Attachments.

P (Permit/Read)

U (Permit/Write)

Authority:

P authority is assigned forms for which the authority to read has been permitted by users at another Activity. The function is issued to grant this type of access. Permit authority can be granted with Read-Only access noted by the system as **P** authority or with Write authority, noted by the system as **U** authority. Users can use the **CANCEL** function to remove a permitted form from the Region or MACOM's directory. **P** authority may also appear in a directory as a result of the Region or MACOM having used the **TRANSFER** function. [See **W** authority.]

Y Authority:

Y authority is assigned forms for which the authority to modify has been returned as a result of the Process Manager issuing the **RWP** (Return With Prejudice) command. These forms are identified as unsuccessful and the authority to modify them cannot be submitted again. They must be **RFC**'d to the Installation so they can be deleted from the active system.

Regardless of the type of authority listed in their directory, Region or MACOM users have "read" access to all forms listed. This means they can access the DD1391 Module and use a variation of the **PRINT** function to print the contents of any Tab as well as any comments written for a specific DD1391 Form. Users can use the **CREATE COMMENT** function to enter comments. The **PRINT** function can also be accessed to print various versions of any form listed in the user's directory.

7. Major Subordinate Command (MSC)

Capabilities

Users at a MSC have the following capabilities:

1. Coordinate at the MSC level, all reviewing which is required before the authority to modify a DD1391 Form is either submitted to the Region (or MACOM) or returned to the Installation for correction.
2. Prepare forms. A MSC may use the **PREPARE** function to create a form for an Installation. When a newly prepared form is saved, the system automatically permits "Read" access to the Process Manager, the Installation's IMA Region, ISEC, and the 1391 CX. Once the form is prepared, the **TRANSFER** function can be used to transmit the DD1391 Form to the Activity for which the form is prepared. The Installation is assigned **Q** authority over the transferred form and the MSC receives **P** authority.
3. Modify forms. **S**, **U**, or **W** authority allows the MSC to modify all Tabs of the form. **R** or **V** authority allows the MSC to modify only Tabs C-K and Attachments.
4. Use the **RANK** function to assign each form a MSC level priority rank code.
5. Use the **SUBMIT** function to submit the authority to modify a form to the Region or MACOM.
6. Use the **RFC** (Return For Correction) function to return the authority to modify a form to the Installation which submitted it.
7. **FREEZE** Tab A on specific forms so the Installations will not be allowed to modify them. In order for the system to execute the **FREEZE** function, the MSC must have **S** or **V** authority over the form. A **FREEZE** placed on a form is automatically removed when the authority to modify the form is submitted to the Region (or MACOM). **FREEZES** entered by the MSC on **RFC**'d forms can be removed only by the MSC.
8. **CREATE COMMENTS** for forms listed in the MSC's directory.
9. Use the **RTS** command to return authority over a form to the Activity which submitted it. **RTS** is used to correct a submittal path error.

10. Use the **RWP** (Return With Prejudice) function to return the authority over a form to the Installation which submitted it. Forms which are **RWP'd** are identified by the system as unsuccessful forms and cannot be resubmitted. Once **RWP'd** forms are returned to the Installation, they can only be removed from the active system. All **RWP'd** forms removed from the active system are archived as unsuccessful forms.

Directory

Forms are entered in a MSC's directory when the authority to modify them is submitted by an Installation. A MSC's directory may also contain forms for which "Read" access has been permitted by another Activity. A directory listing can be obtained by entering variations of the **Standard** and **Custom Directory** functions.

Authorities

Users have access to all forms listed in their directory. The type of access a user has to a specific form is determined by the "authority" listed for that form in the user's directory. The following data describes each authority, along with the type of access granted by that authority.

W (Write) Authority: **W** authority is assigned to new forms, forms for which the authority to modify has never been transferred. **W** authority allows the user to modify all Tabs of the form. Once the form has been created and the authority is transferred using the **TRANSFER** function, the Activity issuing the command is assigned **P** authority. The Activity to which the form is transferred receives **Q** authority.

S (Submit) Authority: **S** authority is assigned forms for which the authority to modify has either been submitted to the MSC by an Installation or has been returned for correction by the Region (or MACOM). **S** authority allows users to modify all Tabs of the form. It also allows users to execute specific functions, such as **RFC**, **SUBMIT**, **FREEZE**, **RTS**, and **UNFREEZE**.

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V (Review) Authority: **V** authority is assigned forms for which the MSC has issued the **RFC** command. MSC users can only change data in portions of Tab C, Tabs D-K, and Attachments.

P (Permit/Read)

U (Permit/Write)

Authority:

P authority is assigned forms for which the authority to read has been permitted by users at another Activity. The **PERMIT** function is issued to grant this type of access. Permit authority can be granted with Read Only access noted by the system as **P** authority or with Write authority, noted by the system as **U** authority. Users can use the **CANCEL** function to remove a permitted form from the MSC's directory. **P** authority may also appear in a directory as a result of the MSC having used the **TRANSFER** function. [See **W** authority.]

Y Authority:

Y authority is assigned forms for which the authority to modify has been returned as a result of the Process Manager, Region, or MACOM issuing the **RWP** (Return With Prejudice) command. These forms are identified as unsuccessful and the authority to modify them cannot be submitted again. They must be **RFC**'d to the Installation so they can be deleted from the active system.

Regardless of the type of authority listed in their directory, MSC users have "Read" access to all forms listed. This means they can access the DD1391 Module and use a variation of the **PRINT** function to print the contents of any Tab as well as any comments written for a specific form. Users can use the DD1391 **CREATE COMMENT** function to enter comments. The **PRINT** function can be accessed to print various versions of any form listed in the user's directory.

8. Region/MACOM/MSC Reviewer (Read/Write)

Capabilities

Region/MACOM/MSC Reviewers with permission to write on forms have the following capabilities:

1. Modify DD1391 Forms. The Region/MACOM/MSC must have **W**, **U**, or **S** authority over a form before the system allows these users to change data other than modifications to portions of Tab C, Tabs D-K, and Attachments.
2. **CREATE COMMENTS** for forms listed in the Region/MACOM/MSC directory. All users with access to the form may read the comments.

Directory

A Region/MACOM/MSC Reviewer's directory is identical to the Region/MACOM/MSC directory. Forms are entered in the Region/MACOM/MSC Reviewer's directory when the authority to modify them is submitted to the Region/MACOM/MSC by a subordinate Activity. The directory may also contain forms entered as a result of the **PERMIT** function. A Region/MACOM/MSC directory listing can be obtained by using a variation of the **Standard** or **Custom Directory** functions.

Authorities

Reviewers have access to all forms listed in their directory. The type of access a Region/MACOM/MSC Reviewer has to a specific form is determined by the "authority" listed for that form in the Reviewer's directory. The following data describes each authority, along with the type of access granted by that authority.

W (Write) Authority: **W** authority is assigned to new forms, forms for which the authority to modify has never been transferred or submitted. **W** authority allows the user to modify all Tabs of the form. Once the form has been created and the authority is transferred using the **TRANSFER** function, the Activity issuing the command is assigned **P** authority. The Activity to which the form is transferred receives **Q** authority.

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P (Permit/Read)

U (Permit/Write)

Authority:

P authority is assigned forms for which the authority to read has been permitted by users at another Activity. The **PERMIT** function is issued to grant this type of access. Permit authority can be granted with Read Only access noted by the system as **P** authority or with Write authority, noted by the system as **U** authority. Users can use the **CANCEL** function to remove a permitted form from the Region/MACOM/MSC directory. **P** authority may also appear in a directory as a result of the Region/MACOM/MSC having used the **TRANSFER** function. [See **W** authority.]

S (Submit) Authority:

S authority is assigned forms for which the authority to modify has been submitted to the Region/MACOM/MSC. Region/MACOM/MSC Reviewers can modify all Tabs of these forms.

V (Review) Authority:

V authority is assigned forms for which the authority to modify has been returned to the Activity which submitted it. Reviewers can only change data in portions of Tab C, Tabs D-K, and Attachments.

R (Read) Authority:

R authority is assigned forms for which the authority to modify has been submitted to the Region/MACOM/MSC. Reviewers can only change data in portions of Tab C, Tabs D-K, and Attachments.

Y Authority:

Y authority is assigned forms for which the authority to modify has been returned as a result of the Process Manager issuing the **RWP** (Return With Prejudice) command. These forms are identified as unsuccessful and the authority to modify them cannot be submitted again. They must be **RFC**'d to the Installation so they can be deleted from the active system.

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Regardless of the type of authority listed in their directory, Region/MACOM/MSC users have "Read" access to all forms listed. This means they can access the DD1391 Module and use a variation of the **PRINT** function to print the contents of any Tab as well as any comments written for a specific DD1391 Form. Users can use the **CREATE COMMENT** function to enter comments. The **PRINT** function can also be accessed to print various versions of any form listed in the user's directory.

9. Region/MACOM/MSC Reviewer (Read-Only)

Capabilities

Region/MACOM/MSC Reviewers have the following capabilities:

1. Review DD1391 Forms for which the authority to modify has been submitted to the Region/MACOM/MSC. Copies of these forms may be obtained by accessing the **PRINT** function. Specific Tabs for a particular form can be displayed by accessing the DD1391 Module and selecting a variation of the **PRINT** function.
2. Enter comments for forms listed in the Region/MACOM/MSC Reviewer's directory. Comments may be entered for specific forms by accessing the DD1391 Module and using the **CREATE COMMENT** function.

Directory

A Region/MACOM/MSC Reviewer's directory is identical to the Region/MACOM/MSC directory. Forms are entered in the Region/MACOM/MSC Reviewer's directory when the authority to modify them is submitted to the Region/MACOM/MSC by a subordinate Activity. The directory may also contain forms entered as a result of the **PERMIT** function. A Region/MACOM/MSC directory listing can be obtained by using a variation of the **Standard** or **Custom Directory** functions.

Authorities

Regardless of the type of authority listed for a form in a Region/MACOM/MSC Reviewer's directory, the Region/MACOM/MSC Reviewer cannot modify the form. A Region/MACOM/MSC Reviewer (READ-ONLY) can only read forms and enter comments. This means the Reviewer can access the DD1391 Module and use a variation of the **PRINT** function to print the contents of any Tab as well as any comments written for a specific DD1391 Form. Users can use the **CREATE COMMENT** function to enter comments. The **PRINT** function can also be accessed to print various versions of any form listed in the user's directory.

10. District/Division

Capabilities

Users at a District/Division have the following capabilities:

1. View DD1391 Forms listed in the District/Division directory.
2. Prepare DD1391 Forms. Districts and Divisions may use the **PREPARE** function to create a form for an Installation. When a newly prepared form is saved, the system automatically permits "Read" access to the Process Manager, the Installation's IMA Region, ISEC, and the 1391 CX. Once the form is prepared, the **TRANSFER** function can be used to transmit the form to the Activity for which the form is prepared. The Installation is assigned **Q** authority over the transferred form and the District/Division receives **P** authority.
3. Enter and/or update data in Tab B of the DD1391 Form.
4. **CREATE COMMENTS** for forms listed in the District/Division directory. All users with access to the forms may read the comments.

Directory

Forms are entered in a District/Division directory when another Activity uses the **PERMIT** function to permit them access or when an assigned Installation submits the forms. A directory listing can be obtained by using a variation of the **Standard** or **Custom Directory** functions.

Authorities

Users have access to all forms listed in their directory. The type of access a user has to a specific form is determined by the "authority" listed for that form in the user's directory. The following data describes each authority, along with the type of access granted by that authority.

W (Write) Authority: **W** authority is assigned to new forms, forms for which the authority to modify has never been transferred. **W** authority allows the user to modify all Tabs of the form. Once the form has been created and the authority is transferred using the **TRANSFER** function, the Activity issuing the command is assigned **P** authority. The Activity to which the form is transferred receives **Q** authority.

P (Permit/Read)

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U (Permit/Write)

Authority:

P authority is assigned forms for which access has been permitted by another Activity. **P** authority allows users at a District or Division to enter and/or update data in Tab B. This is the only section they can change. **P** authority also gives them "*read*" access. Permit authority can be assigned with Read Only authority (**P**) or with Write authority (**U**). Users can use the **CANCEL** function to remove a permitted form from their directory. **P** authority may also appear in a directory as a result of a District or Division having used the **TRANSFER** function. [See **W** authority.]

The users can use the **CREATE COMMENT** function to enter comments. The **PRINT** function can be accessed to print various versions of the form(s).

11. Installation

Capabilities

Users at an Installation have the following capabilities:

1. Prepare DD1391 Forms. The **PREPARE** function is used to create new forms on the system. When a newly prepared form is saved, the system automatically permits "Read" access to the Process Manager, the Installation's IMA Region, ISEC, and the 1391 CX. If an Installation prepares a form for another Installation, the **TRANSFER** function must be used to transmit the form to the Activity for which the form was prepared. The Activity preparing the form is assigned **P** authority over the form. The Installation for which the form is prepared is assigned **Q** authority.
2. Modify forms. The Installation must have **W**, **Q**, or **U** authority over a form before the system will allow changes to all Tabs. **R** authority allows modifications to portions of Tab C, Tabs D-K, and Attachments.
3. Use the **SUBMIT** function to submit the authority to modify a specific form to the next Activity in the reviewing structure.
4. **CREATE COMMENTS** for forms listed in their directory. All users with access to the forms may read the comments.
5. Use the **RANK** function to assign each form an Installation level priority rank code.
6. Use the **PERMIT** function to issue Permit with Read-Only or Write authority over a form to another user.

Directory

Forms are entered in an Installation's directory when they are initially prepared by a user at that Installation. An Installation's directory may also contain forms for which "Read" access has been permitted by another Activity. A directory listing can be obtained by using variations of the **Standard** and **Custom Directory** functions.

Authorities

Users have access to all forms listed in their directory. The type of access a user has to a specific form is determined by the "authority" listed for that form in the user's directory. Users at an Installation may have six types of "authorities" over forms.

W (Write) Authority

Q (Write) Authority:

W authority is assigned to two types of forms: (1) new forms, forms for which the authority to modify has never been submitted, and (2) forms for which the authority to modify has been returned for correction. **W** authority allows users to modify all Tabs the form. Users can use the **DELETE** function to remove a form from the system if it has never had the authority to modify it submitted. An Installation may be assigned **Q** authority over forms as a result of another Activity having issued the **TRANSFER** function to transmit forms to them.

R (Read) Authority:

R authority is assigned forms for which the authority to modify has been submitted. **R** authority will only allow an Installation to modify portions of Tab C, Tabs D-K, and Attachments.

P (Permit/Read)

U (Permit/Write)

Authority:

P authority is assigned forms for which the authority to read has been permitted by users at another Activity. The **PERMIT** function is used to grant this type of access. Permit authority can be granted with Read Only access or with Write access. Users can use the **CANCEL** function to remove a permitted form from their directory. **P** authority may also appear in a directory as a result of the Installation having used the **TRANSFER** function.

Z Authority:

Z authority is assigned forms which have been **RWP'd** (Returned With Prejudice) by the Process Manager, Region, or MACOM/MSC. These forms have been identified by the system as unsuccessful and the authority to modify them cannot be submitted again. The **DELETE** function must be used to remove them from the active system.

Regardless of the type of authority listed in their directory, users have "Read" access to all forms listed. This means they can access the DD1391 Module and use a variation of the **PRINT** function to print the contents of any Tabs as well as any comments written for a specific DD1391 Form. Users can use the **CREATE COMMENT** function to enter comments to form(s). The **PRINT** function can also be accessed to print various versions of any form listed in the user's directory.

12. Installation Reviewer (ISC)

Capabilities

ISC users at an Installation have the following capabilities:

1. View DD1391 Forms listed in the Installation's directory.
2. With **W**, **U**, **Q**, or **R** authority, enter and/or update data in Tab F.
3. **CREATE COMMENTS** for forms listed in the Installation's directory. All users with access to the forms may read the comments.

Directory

Forms are entered in an Installation's directory when they are initially prepared by a user at that Installation. An Installation's directory may also contain forms for which "Read" access has been permitted by another Activity. A directory listing can be obtained by using variations of the **Standard** and **Custom Directory** functions.

Authorities

Users have access to all forms listed in their directory. The type of access a user has to a specific form is determined by the "authority" listed for that form in the user's directory. The following data describes each authority, along with the type of access granted by that authority.

W (Write) Authority

Q (Write) Authority:

W authority is assigned to two types of forms: (1) new forms, forms for which the authority to modify has never been submitted, and (2) forms for which the authority to modify has been returned for correction. **W** authority allows users to modify all Tabs the form. Users can use the **DELETE** function to remove a form from the system if it has never had the authority to modify it submitted. An Installation may be assigned **Q** authority over forms as a result of another Activity having issued the **TRANSFER** function to transmit forms to them.

R (Read) Authority:

R authority is assigned forms for which the authority to modify has been submitted. **R** authority will only allow users to modify portions of Tab C, Tabs D-K, and Attachments.

P (Permit/Read) Authority

U (Permit/Write)

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Authority: **P** authority is assigned forms for which the authority to read has been permitted by users at another Activity. The **PERMIT** function is used to grant this type of access. Permit authority can be granted with Read Only access or with Write access. Users can use the **CANCEL** function to remove a permitted form from their directory. **P** authority may also appear in a directory as a result of the Installation having used the **TRANSFER** function.

Z Authority: **Z** authority is assigned forms which have been **RWP'd** (Returned With Prejudice) by the Process Manager. These forms have been identified by the system as unsuccessful and the authority to modify them cannot be submitted again. The **DELETE** function must be used to remove them from the active system.

Regardless of the type of authority listed in their directory, users have "Read" access to all forms listed. This means they can access the DD1391 Module and use a variation of the **PRINT** function to print the contents of any Tabs as well as any comments written for a specific DD1391 Form. Users can use the **CREATE COMMENT** function to enter comments to form(s). The **PRINT** function can also be accessed to print various versions of any form listed in the user's directory.