



CSEC HELP GUIDE



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Introduction

The Computerized Self Evaluation Checklist program provides checklists and audit capabilities for programs mandated for auditing within COMNAVAIRFORINST 4790.2. All auditing described in this instruction must be performed at the prescribed intervals. Other areas are included within CSEC which, while not specifically mandated for auditing, are intended to enhance the attainment of total quality maintenance and are provided as a tool for use in the achievement of that goal.

About CSEC

In the drive for constant improvement, there must be some standard to measure performance. Performance must be measured initially and periodically thereafter to provide data points for comparison. The combined organizational and intermediate checklist is divided into 57 areas with an additional 50 areas designated as Depot and Contractor. Auditing is accomplished using the checklist and discrepant items are entered into the computer.

The computer can generate reports comparing the same activity to itself and other activities within the TYCOM/WING/MALS. Hence, measured performance. Constant improvement on the other hand must be carried out at all levels within each activity, including the Type Wing itself.

The computer can also generate discrepancy reports for immediate correction of discrepant checkpoints. Let's say potential Foreign Object Damage producing material was found in a toolbox. Taking the FOD out of the toolbox is not process improvement. Understanding what went wrong in the everyday maintenance practice and correcting it, (training, planning, etc.) is process improvement.

Having the CSEC loaded on one computer and having several evaluators waiting in line to access it is inconvenient. Therefore, for those commands with more than one activity to inspect, CSEC Stand Alone (SA) was developed. CSEC SA is a separate program with basic data entry functions. Once data is entered into the SA diskette, it can be uploaded to the main computer's CSEC database when it is convenient.

Getting Help

If a problem occurs with this database software, or if there is an error with a question:

- Use this User's Guide. It is set up the same way as the CSEC Main Menu.
- Consult the ACTIVITY, WING/MALS, and/or TYCOM CSEC Coordinator, as appropriate.
- Last, contact COMNAVAIRSYSCOM, AIR-6.7 via the CSEC Web Site. Be sure to specify that your question or problem is computer based or whether it is an error with a question/reference. On the web site, click on Support then click the blue line Request for Support form.
- On-Line Request for Support form.

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Computerized Self Evaluation Checklist (CSEC)

General Links

- Homepage
- Contact Information
- Guidance
- Support

Site Links

- Advisories
- CSEC 4057 Software
- CSEC 402K Software
- ANMT Supplemental

Trouble Call

* Indicates a required field. However, to be able to serve you better please provide as much information as possible by filling out every field.

Command []

POC * []

Address 1 []

Address 2 []

Address 3 []

Phone Number(s)

DSN * []

Com1 []

1. Are you under NMCI or Non-NMCI?*

NMCI NON-NMCI

2. What portion of the program do you use?*

CSEC SA Both

3. What Operating System do you use?*

Win 2000 Win NT Other

4. What version of MS Office do you use?*

MS Office 97 MS Office 2000 Other

Comments/Suggestions*

If addressing a specific question, please include the question number. Feel free to offer any inputs for process improvement(s).

[]

Submit Now Reset form

System Requirements

What are the minimum requirements to run CSEC/Stand-Alone programs?

NMCI Golden Disk computer or IBM compatible computer.

Microsoft Windows XP or later Operating System.

Microsoft Access 2003 only.

Note: Make sure you are downloading the proper version of CSEC/Stand-Alone in reference to your software.

- Microsoft Word 2000 or later (for Spell Check capability).
- WINZIP 7.0 or later.
- A mouse.
- A high density disk drive and A Compact Data Disk (CD).
- A color monitor (recommended).
- A printer.
- A basic working knowledge of computers.

NOTE 1: CSEC was not designed for LAN applications. Some users have had success using a LAN Server but LAN applications are not supported by the development team at this time.

Starting Out

CSEC - [CSEC MAIN MENU]

File Edit View Insert Format Records Tools Window Help

Type a question for help

COMPUTERIZED SELF EVALUATION CHECKLIST (CSEC)
COMNAVAIRFORINST 4790.2 CH-1

May 2006
Version 5.5 (MSA 2003)

Status System Reset Contacts Updates

Enter your Activity Name
NAVAIR

Select one each of the following:

Activity Type: ACTIVITY

Maintenance Level: I-LEVEL

Service Type: NAVY

Help Splash Screens

Continue EXIT

Add/Edit Audits, Supplemental Question(s), create/delete Depot/Contractor Audit(s) CAPS NUM

CSEC Database Main Screen

The first screen displayed when the database is started is the Main Menu screen. The selections made on this screen will determine the flow and subsequent selection options. There are three

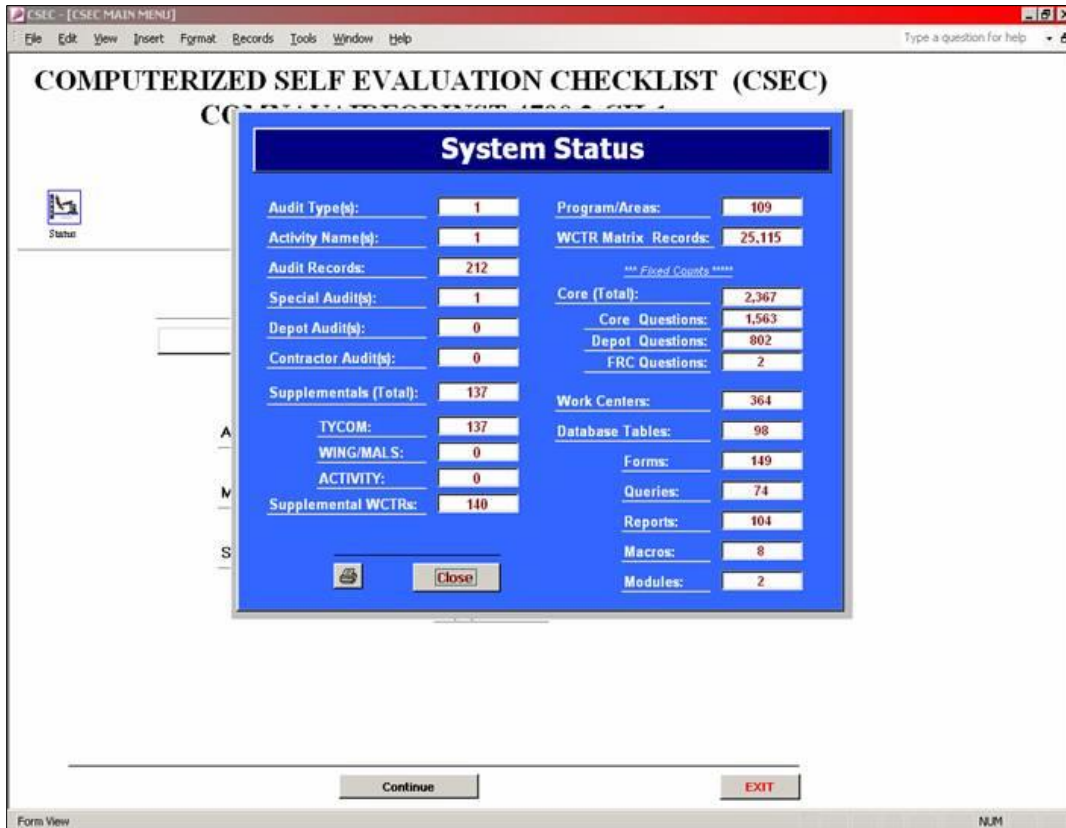
selections to be made on this screen: Activity Type, Maintenance Level, and Service Type. Only one selection can be made in each category. Make the selection by clicking on the dropdown arrow to the right of the text box and then click on the applicable type/level.

- Select your Activity Type, either AMMT, WING/MALS, or ACTIVITY.
- Select your level of maintenance.
- If your command level is AMMT, then your choices are O-Level, I-Level, Both I and O, Depot and Contractor, Both I and FRC.
- If your command level is WING/MALS, then your choices are O-Level, I-Level, or Both I and O, Both I and FRC.
- If your command level is ACTIVITY, then your choices are O-Level, I-Level, Depot and Contractor.
- Select your service type, either NAVY, USMC, or NAVY & USMC. Selection of NAVY will generate checklists containing questions that pertain to the NAVY, and questions that pertain to both the NAVY and USMC. Selection of USMC will generate checklists containing questions that pertain to the USMC, and questions that pertain to both the NAVY and USMC. Selection of NAVY & USMC will generate checklists containing questions tagged for the NAVY, USMC, and both the NAVY and USMC.
- Enter your activity name by clicking on the box just below the word Activity. A cursor will appear in the box and the activity name can then be typed. Press Enter.
- You **MUST** enter your activity title at the top of the screen in the area labeled: Enter Your Activity Name. This will ensure that it appears as a heading on reports and checklists.
- These settings can be changed at any time but remain as set until changed.

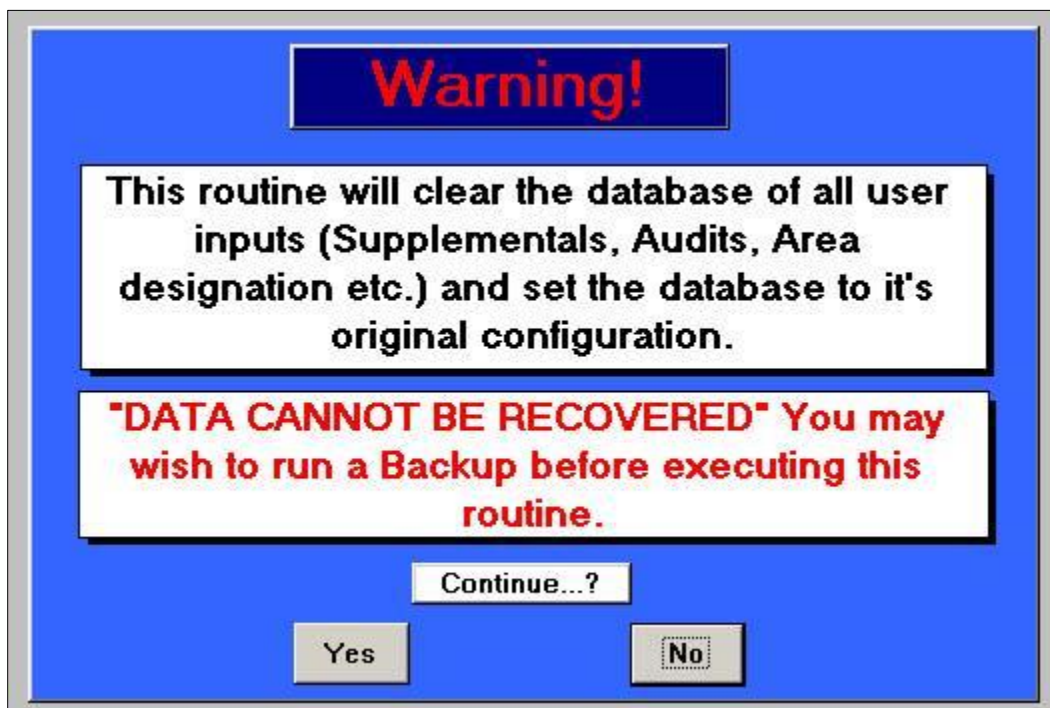
ICONS

The 4 ICONS across the top of the screen are used to display/reset or query the CSEC database.

ICON-1 STATUS: This icon will query the database and display record counts for major tables. Useful in determining if data has been loaded or not.



ICON-2 RESET: This Icon will reset the database to its original configuration, all user data will be lost and cannot be recovered. If you plan to use this option, you might want to consider running a backup first.



ICON-3 CONTACTS: This Icon will display contacts past and current by Name and E-Mail address. It is preferred that you use the CSEC website to report questions and errors.

ICON-4 UPDATES: This Icon will display the latest updates and changes made to this version of the CSEC database. It is not interactive and will only display this information as of its release.

CSEC New Version Latest Updates
(Refer to the CSEC web sites "Program Advisories" for detailed description of all updates and/or program fixes).

"LOGISTICS.NAVAIR.NAVY.MIL/CSEC"

Warning: Do not upload previous entered audit data into this database version 5.5. Questions have been Added/Deleted/Modified and Re-Numbered. Previous Audit data may not match Core Questions.

CHANGE 1

Multiple changes to the following Area references occur in this 5.5 release.

- 300 - Fuel Surveillance Program
- 900 - Maintenance Department/Division Safety Program
- 1100 - Aviation Gas Free Engineering Program
- 1400 - Corrosion Prevention and Control Program
- 6500 - Fuel Surveillance Program (Depot)
- 7000 - Maintenance Department/Division Safety Program (Depot)
- 7200 - Corrosion Prevention and control Program (Depot)
- 7700 - Aeronautical Equipment Welder Program (Depot)
- 9200 - Aviation Gas Free Engineering Program (Depot)

Modified all Upload/Download routines to allow users flexibility in defining location of Upload/Download. (i.e. Harddrive, Floppy, Memory Stick, etc.)

Close

NOTE: ALL SCREENS BEST VIEWED AT A RESOLUTION OF 800X600 OR HIGHER.

Standard Options

The following Standard Options, described below, are available on many screens. When appropriate they will be referred to in the text as "Standard Options are available."

Printing

To print the checklist, select the PRINT, PRINT CHECKLIST, or PRINT REPORT (as appropriate) to activate the printer. The questions will be printed in a checklist or report format.

Select PREVIOUS SCREEN to leave this screen.

Previewing

The PREVIEW, PREVIEW CHECKLIST, or PREVIEW REPORT (as appropriate) to preview the selection. This displays a preview as it would appear if Print were selected.

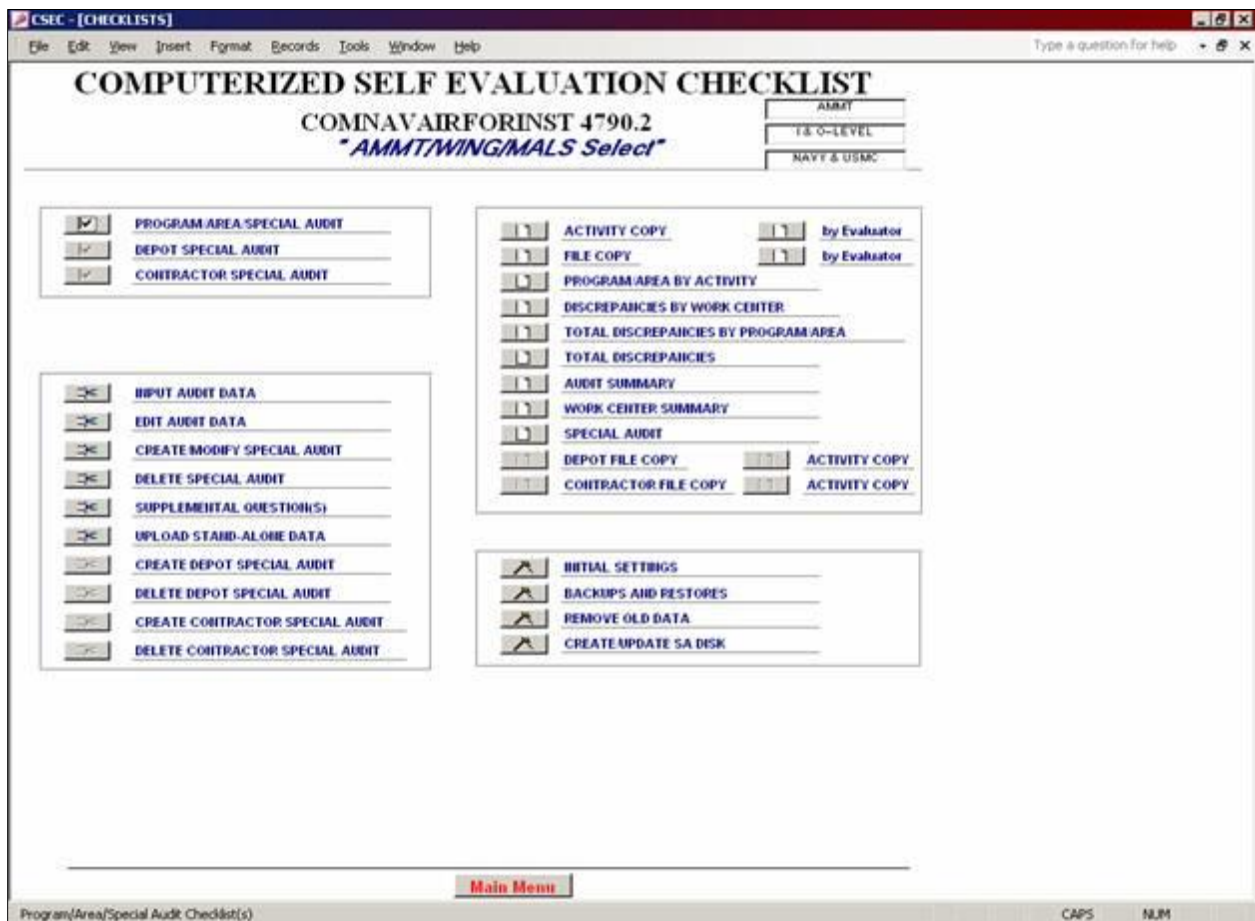
Select the File, Close, to leave this screen.

Viewing

Questions can be viewed by selecting FIRST QUESTION, NEXT QUESTION, PREVIOUS QUESTION, and LAST QUESTION.

Select PREVIOUS SCREEN to leave this screen.

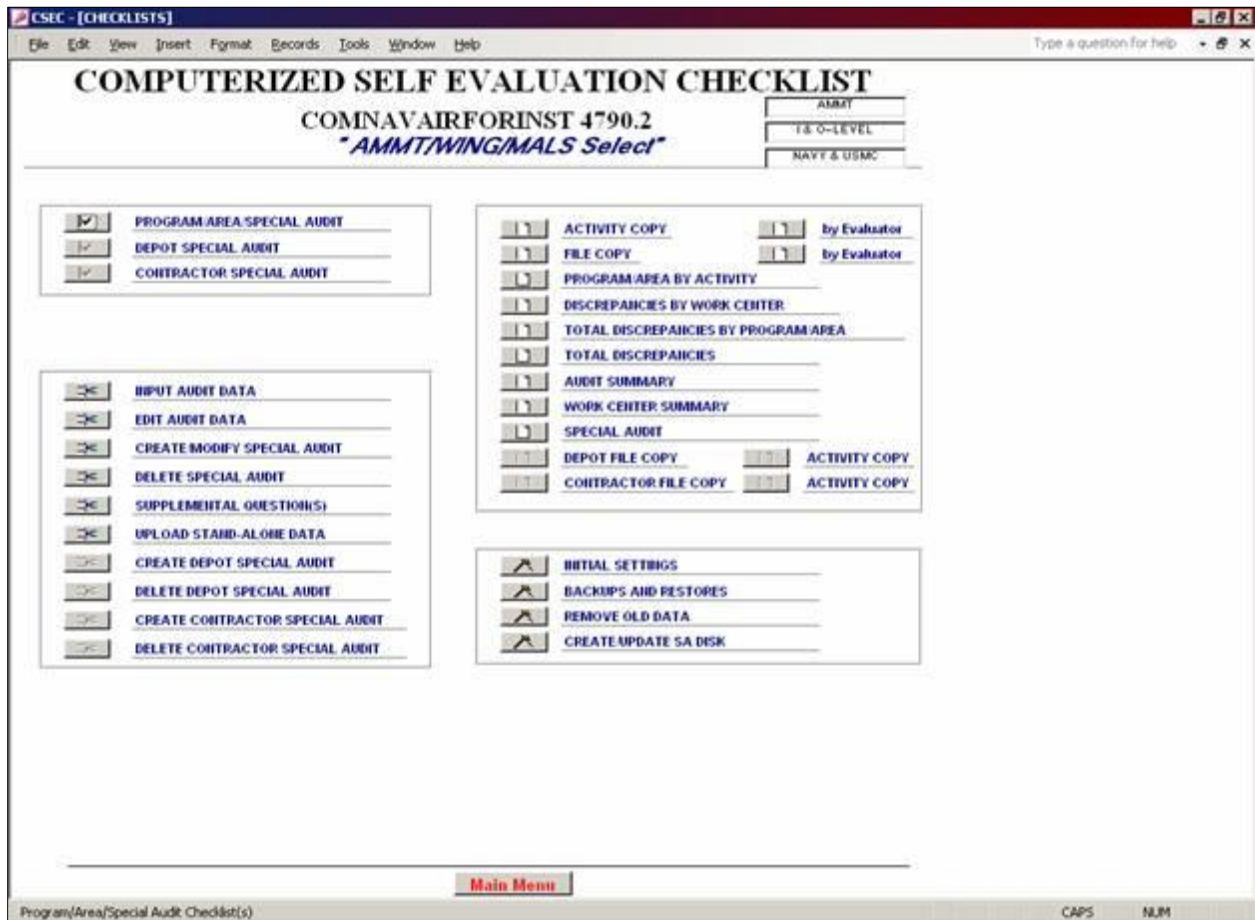
Global Select Screen (AMMT/WING/MALS)



This is one of the new screens for CSEC that incorporates several individual screens from previous versions.

You can navigate from Checklist(s), Data Entry, Report(s) and Tool(s) and their sub-selections.

Global Selection Screen (ACTIVITY)



This is one of the new screens for CSEC that incorporates several individual screens from previous versions.

You can navigate from Checklist(s), Data Entry, Report(s) and Tool(s) and their sub-selections.

Initializing the Program

For the various functions of the database to operate properly, the program must be initialized. Program initialization affects such things as question sort, displayed command types, and report

header information, among others. The following steps should be followed for complete initialization of your database program.

Related Topics:

- AMMT and WING/MALS Initialization Procedures
- ACTIVITY Initialization Procedures

Checklists (AMMT/WING/MALS)

Checklist

A Checklist consists of the questions that will be used in conducting an evaluation. Selecting CHECKLISTS displays a drop down pick list. Clicking on the drop down arrow displays the Program and/or Area list. Selecting a specific Program and/or Area displays all questions that pertain to that Program and/or Area, including supplemental questions.

You can select up to 10 Program(s) and/or Area(s) collectively. Selecting the Preview will display only the first Program or Area selected. The Print option will print all Program(s) and/or Area(s) selected as individual checklist(s).

Each question is coded for specific use, and displays of questions are dependent on the coding, and on initial settings at sign on. A question that is coded for Intermediate maintenance only will not appear on an Organizational checklist. Therefore some question numbers appear to be missing from the checklist.

If you wish a complete checklist of all the data, leave all selections (dropdowns) blank and select Preview or Print. (Warning: A complete checklist can be over 125 pages of printed data plus supplemental questions.)

The Depot(s) and Contractor(s) dropdown list will be turned off unless you have selected Depot or Contractor from the main screen. There are approximately 800 Depot questions added to the Core database. Contractor core questions have not been developed as of this release, but can be added as supplemental questions.

Special Audit checklists have been added for AMMT and WING/MALS.

The RESET button clears all user selections and resets the screen to its original configuration.

Standard Options are available.

Program/Area Checklist (Activity)

The screenshot displays a web-based application window titled "CSSEC - [CHECKLISTS]". The main heading is "COMPUTERIZED SELF EVALUATION CHECKLIST" followed by "COMNAVAIRFORINST 4790.2" and "CHECKLISTS". On the right side, there are three buttons: "ACTIVITY", "O-LEVEL", and "NAVY & USMC". Below these, a red instruction reads: "Select from 1 to 10 Program(s) and/or Area(s) from the drop down list(s) below." There are four dropdown menus labeled "Program(s)", "Area(s)", "Depot(s)", and "Contractor(s)". Below these is a table titled "Selected Program(s)/Area(s)" with two columns and five rows. At the bottom, there are four buttons: "Reset", "Preview A Checklist", "Print Checklist(s)", and "Previous Screen". The status bar at the bottom left says "Form View" and the bottom right says "CAPS NUM".

Program/Area Checklist

These checklists are identical to the AMMT and WING/MALS CHECKLISTS with the exception of Special Audits. To select these checklists, select CHECKLISTS from the MAIN MENU, then select PROGRAM CHECKLIST or AREA CHECKLIST.

Standard Options are available.

Work Center Audit Checklist (Activity)

The screenshot shows a software window titled "CSEC - [CHECKLISTS]". The main heading is "COMPUTERIZED SELF EVALUATION CHECKLIST" followed by "COMNAVAIRFORINST 4790.2" and "WORKCENTER CHECKLISTS". On the right side, there are three buttons: "ACTIVITY", "O-LEVEL", and "NAVY & USMC". Below this, a red instruction reads "Select from 1 to 10 Workcenter(s) from the drop down list below." There is a "Workcenter(s)" dropdown menu. Underneath, a section titled "Selected Workcenter(s)" contains a 2x5 grid of empty input boxes. A "Note!" button is located below the grid. At the bottom of the window, there are five buttons: "Reset", "Preview A Checklist", "Print Individual Checklist(s)", "Print a Combined Checklist", and "Previous Screen". The status bar at the very bottom shows "Form View" on the left and "CAPS NUM" on the right.

Work Center Audit Checklist.

Select from 1 to 10 Work Center(s) from the dropdown. These can be printed individually or combined into a single checklist.

Standard Options are available.

Special Audit Checklist

CSEC - [SPECIAL AUDIT CHECKLIST]

File Edit View Insert Format Records Tools Window Help

Type a question for help

COMPUTERIZED SELF EVALUATION CHECKLIST

COMNAVAIRFORINST 4790.2

"SPECIAL AUDIT CHECKLIST"

ACTIVITY

O-LEVEL

NAVY & USMC

TITLE: TEST

201 C Does the AMO establish and coordinate department training requirements, to include obtaining school quotas, to support training requirements? Ref. COMNAVAIRFORINST 4790.2, vol. V, par. 2.3 e

203 C If the squadron is designated as MTMM, is a MTMM ITSS (MATMEP) coordinator (SNCO/Officer) designated in writing and is the name submitted to CG TECOM (C4610)? Refs. COMNAVAIRFORINST 4790.2, vol. V, par. 2.3 c and e(3) and MCO P4790.20, par. 1009.2

206 C Are qualification/certification records/ITSS (MATMEP) training jackets organized in the proper format? Refs. COMNAVAIRFORINST 4790.2, vol. V, par. 2.4 i and MCO P4790.20, app. B, par. B

208 C Does the ITSS (MATMEP) coordinator maintain original files of all squadron/unit ITSS packages with change notifications and other higher authority guidance? Refs. COMNAVAIRFORINST 4790.2, vol. V, par. 2.3 c and e(3) and MCO P4790.20, par. 1009.4 e

209 C Are supplemental lesson guides to support aircraft and equipment prepared in the proper format? Ref. COMNAVAIRFORINST 4790.2, vol. V, par. 2.4 g(4)

Next Previous First Last Preview Print Previous Screen

Record: 1 of 5

Form View CAPS NUM

Special Audit Checklist.

Select a previously created Special Audit from the dropdown list under Title.

Standard Options are available.

Data Entry Overview (AMMT/WING/MALS)

The normal audit process consists of the evaluator printing an audit checklist or using a dry erase marker with an existing checklist in a document protector. After conducting the audit, the audit results (data) are entered into the computer for analysis. The required information is Audit Type, Activity, Evaluator, Assistant, Date, Type of Question (Discrepancy, Comment, or Overview), Checklist Number, Question Type Code, Work Center and Discrepancy/Comment/Overview definition.

NOTE: The computer compares data after it is entered. Although they appear similar, a zero (0) and a letter O are different to the computer. One is a number and the other is a letter. John Doe and JOHN DOE will be two different people to the computer. Be careful when entering data or the results of one audit may be interpreted as two or more separate audits.

Input Audit Data (AMMT/WING/MALS)



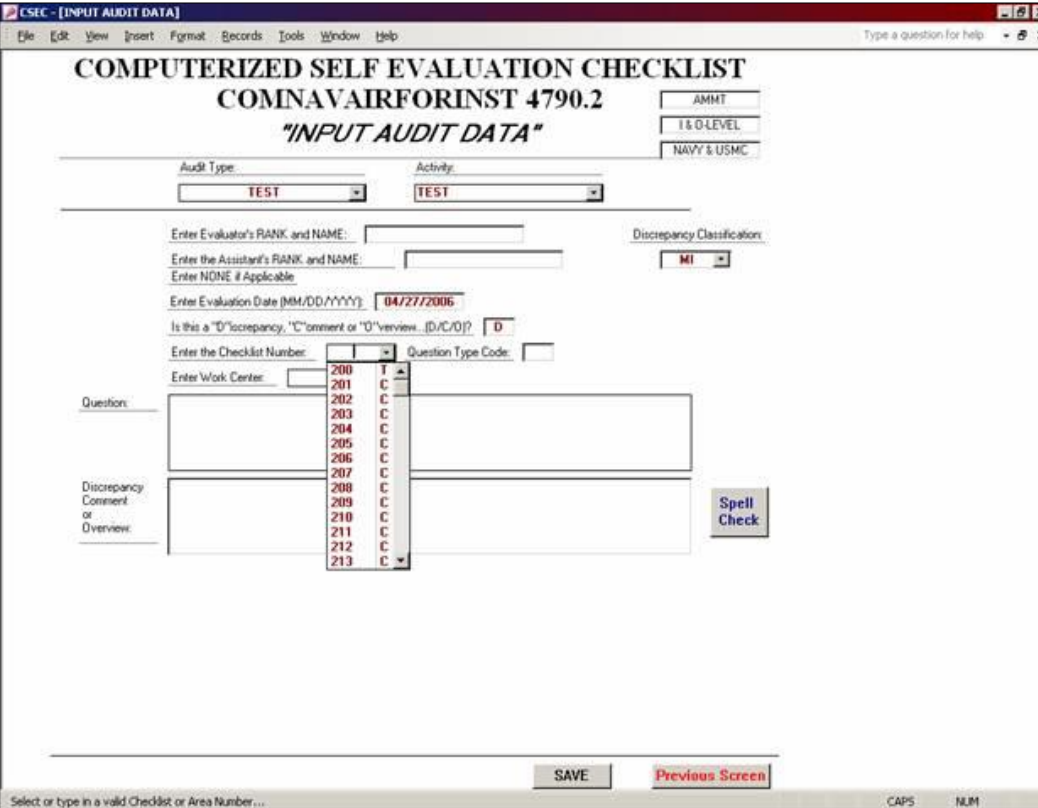
Select the type of audit you wish to enter data

PROGRAM/AREA AUDIT

SPECIAL AUDIT

Cancel

Input Audit Data, Audit Type Popup



CSEC - [INPUT AUDIT DATA]

File Edit View Insert Format Records Tools Window Help

Type a question for help

COMPUTERIZED SELF EVALUATION CHECKLIST COMNAVAIRFORINST 4790.2 "INPUT AUDIT DATA"

Audit Type: TEST Activity: TEST

Enter Evaluator's RANK and NAME: _____ Discrepancy Classification: MI

Enter the Assistant's RANK and NAME: _____
Enter NONE if Applicable

Enter Evaluation Date (MM/DD/YYYY): 04/27/2006

Is this a "D" discrepancy, "C" comment or "O" overview (D/C/O)? D

Enter the Checklist Number: _____ Question Type Code: _____

Enter Work Center: _____

Question:	200	T	
	201	C	
	202	C	
	203	C	
	204	C	
	205	C	
	206	C	
	207	C	
Discrepancy Comment or Overview:	208	C	
	209	C	
	210	C	
	211	C	
	212	C	
	213	C	

Spell Check

SAVE Previous Screen

Select or type in a valid Checklist or Area Number... CAPS NUM

Input Audit Data (Program/Area)

The screenshot shows a software window titled "CSEC - [SPECIAL AUDIT DISCREPANCY ADD]". The main heading is "COMPUTERIZED SELF EVALUATION CHECKLIST COMNAVAIRFORINST 4790.2 'SPECIAL AUDIT'". The interface includes a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a title bar. The main content area contains several input fields and a dropdown menu. The "Special Audit" field is set to "TEST". The "Evaluator's RANK and NAME" field is empty. The "Enter Assisting OAR's RANK and NAME" field is empty. The "Enter Evaluation Date (MM/DD/YYYY)" field is set to "04/27/2006". The "Is this a Discrepancy, Comment or Overview (D/C/O)" field is set to "D". The "Enter the Area or Checklist Number" field is empty. The "The Work Center" dropdown menu is open, showing a list of numbers and codes: 201 C, 203 C, 206 C, 208 C, 209 C, 535 C, 536 C, 601 C, 904 C, 905 C. The "Question Type Code" field is empty. The "Question" field is empty. The "Discrepancy, Comment or Overview" field is empty. The "Question Type Code" field is set to "N/A". The "Spell Check" button is visible. The "Save" and "Previous Screen" buttons are at the bottom. The status bar at the bottom reads "Select or type in a valid Checklist or Area Number..." and "CAPS NUM".

Input Audit Data (Special Audit)

After the data entry screen opens:

1. Enter Evaluator's RANK and NAME.
2. Enter Assistant's RANK and NAME. Enter NONE if applicable.
3. Edit the evaluation date, if necessary. This data entry field defaults to the current date.
4. Enter C for a comment, D for a discrepancy, or O for an overview.
 - Discrepancies **MUST** match a question number.
 - Comments **MAY** match a question number. If a comment is for a certain question, use that question number.
 - Overviews **MAY** match a question number but normally should not. Overviews will not normally be associated with specific questions, but rather be a brief summation of the overall audit.
 - Comments and overviews do not necessarily have question numbers, yet the computer needs to know where to place them on form/report. Therefore, a "place setting" number is required. For comments and overviews without question numbers, use the general area number listed in the drop down pick list related to that program i.e. 1500, 2100, or 4100.
 - In **ALL** cases, the question type code **MUST** be used when entering data. Use T for AMMT Overviews, Comments, and Supplemental Questions, and W for

- WING/MALS Overviews, Comments, and Supplemental Questions. Core Questions use question type code C.
- Using the drop down pick list for a Discrepancy, Comment or Overview when they correspond to questions will ensure accuracy of data input.
5. Enter the Area or Checklist Number, or the comment/overview place setting number. Using the drop down pick list ensures accuracy of the question number and the question type code. Matching question **MUST HAVE THE CORRECT CODE**.
 6. Select the three-digit work center code from the drop down menu.
 7. Enter data into the Discrepancy, Comment, or Overview window. Keep discrepancy descriptions clear, concise, and non-personal. All standard editing functions are available within the discrepancy window. These include Backspace, Insert/Type over, Delete, End, and cursor movement using the arrow keys. Spellcheck is also included.
 8. The size of the discrepancy is limited only by available disk space. Select **SAVE** to save the data. Selecting **PREVIOUS SCREEN** will leave this screen without saving. Records with empty data fields will be deleted. It is invalid data the computer cannot use.

Edit Audit Data (AMMT/WING/MALS)



Edit Audit Data, Audit Type Popup.

CSEC - [EDIT AUDIT DATA]

File Edit View Insert Format Records Tools Window Help Type a question for help

COMPUTERIZED SELF EVALUATION CHECKLIST COMNAVAIRFORINST 4790.2

"EDIT AUDIT DATA"

AMMT
I & O LEVEL
NAVY & USMC

Audit Type: Activity:

Enter Evaluator's RANK and NAME: Discrepancy Classification:

Enter the Assistor's RANK and NAME:
Enter NONE if Applicable

Enter Evaluation Date (MM/DD/YYYY):

Is this a 'D' discrepancy, 'C' comment or 'O' review. (D/C/O):

Enter the Checklist Number: Question Type Code:

Enter Work Center:

Question:

Discrepancy Comment or Overview:

Find Next Previous First Last Delete SAVE Previous

Record: 1 of 2
Select or type in a valid Checklist or Area Number... CAPS NUM

Edit Audit Data (Program/Area)

CSEC - [SPECIAL AUDIT DISCREPANCY EDIT]

File Edit View Insert Format Records Tools Window Help Type a question for help

COMPUTERIZED SELF EVALUATION CHECKLIST COMNAVAIRFORINST 4790.2

"SPECIAL AUDIT DISCREPANCY EDIT"

AMMT
I & O LEVEL
NAVY & USMC

Special Audit:

Evaluator's RANK and NAME:

Enter Assisting DARI's RANK and NAME:

Enter Evaluation Date (MM/DD/YYYY):

Is this a 'D' discrepancy, 'C' comment or 'O' review. (D/C/O):

Enter the Area or Checklist Number: Question Type Code:

The Work Center: Individual Evaluated:

Question:

Discrepancy Comment or Overview:

Find Next Previous First Last Save Delete Previous Screen

Record: 1 of 3
Form View CAPS NUM

Edit Audit Data (Special Audit)

The Edit Audit Data screen allows the user to edit/modify previously entered audit data. Data is selected via the Audit Type/Activity dropdown(s) as well as initial sign-on values on the main screen.

If a selection has more than one record it will be noted in the bottom of the window as Record ____ of ____.

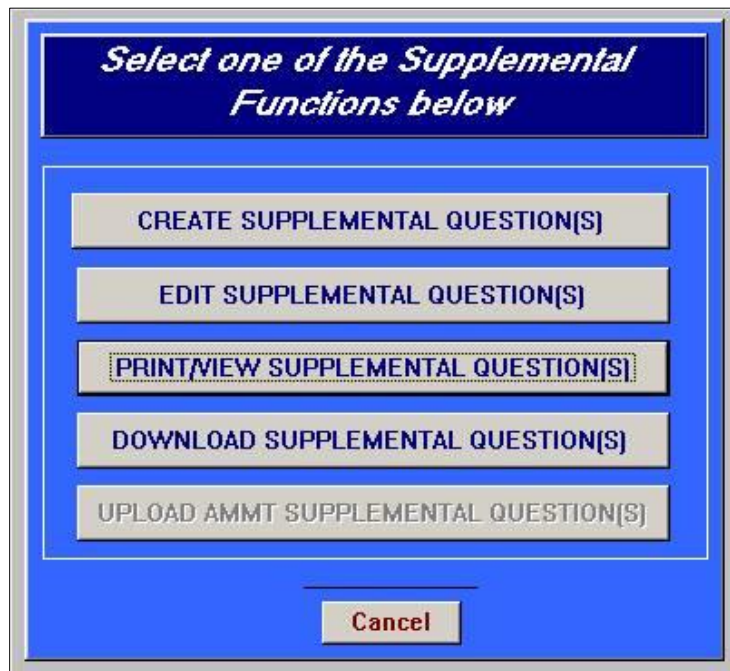
Standard buttons (Next, Previous, First, Last) have been placed at the bottom left side of the screen to allow users easier navigation through the selected data.

The Spell Check button allows user to check for spelling errors in the Discrepancy/Comment or Overview window. If you receive a spell check error, make sure options are set in the spell check dialogue box for your specific requirements. (i.e. Ignore Uppercase, AutoCorrect etc.)

The FIND function is a useful tool to quickly locate one record among many. Selecting the FIND button will display the FIND Dialog Box. Enter the search criteria in the 'Find What' window and press the 'Find Next' button. You will then need to close the Find window to display the entire screen. You may go back to the Find button and locate additional matching records.

After completing the EDIT AUDIT DATA function, select PREVIOUS SCREEN to return to the DATA ENTRY screen.

Supplemental Questions (AMMT/WING/MALS)



Supplemental Questions (AMMT/WING/MALS)

The questions in the checklist are in-depth enough to provide specific areas of concern, yet are general enough to be used at all Naval Aviation maintenance activities. Each CSEC question contains a reference, normally down to the paragraph or figure number. If the evaluator is unfamiliar with the intent of the question, the reference can be easily located. A set of core questions is included with the original copy of CSEC. The core questions pertain to references above the TYCOM level. Since the core questions are general in nature, it sometimes becomes necessary to create supplemental questions that relate specifically to differences in Type/Model/Series, geographic location, local regulations, etc. For this reason, TYCOM's (AMMTs), WING/MALS, and ACTIVITIES have the option of adding supplemental questions to the core questions.

The basic core questions have a "C" after the question number, all AMMT added questions have a "T" following the question number, WING/MALS added questions have a "W", Activity added questions have a "Y", Depot questions have a "D" and Contractor questions have an "R". Only the initiator should edit or delete their supplemental questions.

When CSEC is initially started, there are no supplemental questions in the database. Supplemental questions should only be added, edited, or deleted by the CSEC coordinator.

Ideally, to avoid duplication, a WING/MALS should receive or download a supplemental file of AMMT supplemental questions to review prior to creating their own. For the same reason, an activity should receive or download a supplemental file from both the AMMT and the WING/MALS prior to creating their supplemental questions.

NOTE: For AMMTs and WING/MALS, when creating a supplemental file, only the questions created at the level you sign on at will be downloaded to the disk.

WARNING: A Supplemental upload operation overwrites the supplemental question file for that level of questions i.e. an upload of WING/MALS supplemental questions will delete all type "W" questions already loaded.

Each question must be understood by everyone using it. When developing questions, be sure to include a reference, be specific, and state the question so the correct answer is "yes". Compare the following examples:

- **GOOD:** Is the work center FOD PO/NCO designated in writing by the division officer? Ref. CNAFINST 4790.2, vol. V, par. 5.6.c.
- **NOT SO GOOD:** Does the work center have a FOD PO/NCO? Ref. CNAFINST 4790.2.

CSEC - [ADD NEW SUPPLEMENTAL(S)]

File Edit View Insert Format Records Tools Window Help Type a question for help

COMPUTERIZED SELF EVALUATION CHECKLIST

COMNAVAIRFORINST 4790.2

"CREATE SUPPLEMENTAL QUESTION(S)"

Enter Program/Area Code: Enter Service Type: Navy, M/USMC, Both:
 Enter Maintenance Level: O-Level, T-Level, Both:

Enter Question Type: (W/Work Center or P/Program)

The Question:

ADDING QUESTION:

Supplemental Question is applicable to all Work Centers.
 Select applicable Work Center(s) for Supplemental Question.
 P/Program type questions have no Work Centers, select N/A below.

Select Work Center(s)
 (N/A if Question Type="P")

Warning: All data fields must have a valid value or record(s) will be deleted at screen end.

Form View CAPS NLM

Create Supplemental Question(s) (AMMT/WING/MALS)

CSEC - [EDIT SUPPLEMENTAL(S)]

File Edit View Insert Format Records Tools Window Help Type a question for help

COMPUTERIZED SELF EVALUATION CHECKLIST

COMNAVAIRFORINST 4790.2

"EDIT SUPPLEMENTAL QUESTION(S)"

The Question Number:

Enter Service Type: Navy, M/USMC, Both:
 Enter Maintenance Level: O-Level, T-Level, Both:

The Question:

Enter Question Type: (W/Work Center or P/Program)

Applicable Work Center:

Record: 1 of 1

Form View CAPS NLM

Edit Supplemental Question(s) (AMMT/WING/MALS)

AMMT - Computerized Self Evaluation Checklist - CNAFINST 4790.2
 Supplemental Question Report - 7/26/2004 10:32:32
 COMNAV AIRSYS/COM using Both (NAVY and USMC) Service Type Setting
 Both (Intermediate and Organizational) Maintenance Levels

NUMBER	W/C	AUDIT TYPE	QUESTION
1101 T	N/A	P	Test Create Supplemental Question 01
2201 T	ALL	W	Create Supplemental Work Center Question 01

Print/View Supplemental Question(s) (AMMT/WING/MALS)

DOWNLOAD TYCOM SUPS !

Enter the full path of the location where you wish to store the TYCOM Supplemental data download: (i.e. C:/Documents and Settings/Your Name/AMMTSUPS.mdb, A:\AMMTSUPS.mdb etc.)

Enter the full path of where you wish to download (i.e. C:\AMMTSUPS.MDB |

Continue...?

Yes No

Download Supplemental Question(s) (AMMT/WING/MALS)

Upload Stand-Alone Data (AMMT/WING/MALS)

UPLOAD STAND-ALONE DATA !

**Warning: You cannot upload previous version of CSEC.
Previous versions will corrupt the database.**

Enter the path to the location where the Stand-Alone data exist: (i.e. C:/Documents and Settings/Your.Name/SADATA.mdb)

Enter the full path of the upload file (i.e. A:/SADATA.mdb)

Continue...?

Yes No

Upload Stand-Alone Data (AMMT/WING/MALS).

It is necessary for the operator to understand the Stand-Alone (SA) function prior to the next section, UPLOAD STAND-ALONE DATA. The SA is an Access-based, no frills, data entry, data edit, and report program used to perform audits on a remotely located PC. The audit(s) are then downloaded to a floppy diskette for upload into the master CSEC database. It can either be executed directly from a floppy disk or installed to the remote PC's hard drive. While it is primarily a tool for AMMTs and WING/MALS, it may also be utilized at the Activity level. The data entry and data edit functions are identical to the same functions above, except that the SA program is limited in space and the checklist questions do not appear on the screen.

Create Depot Special Audit(s)



The screenshot shows a dialog box with a blue background and a dark blue title bar containing the text *"CREATE/MODIFY DEPOT SPECIAL AUDIT(S)"*. Below the title bar is a white text input field. A yellow instruction box contains the text: *Type in a new Depot Special Audit Title and press Enter to add an Audit or Select an existing Depot Special Audit Title to modify an Audit, then press Continue.* At the bottom center of the dialog box is a grey button labeled *Cancel*.

Create Depot Special Audit(s).

The Create Depot Special Audit is used by the AMMT only.

It is used to create special audit for Depot Activities. All questions from the master CSEC database can be selected as well as supplemental questions.

This function will also allow the user to add or delete individual questions to their existing special audit.

Delete Depot Special Audit(s)



The screenshot shows a dialog box with a blue background and a dark blue title bar containing the text *"DELETE DEPOT SPECIAL AUDIT(S)"*. Below the title bar is a white pull-down menu. A yellow instruction box contains the text: *Select a Depot Special Audit Title from the pull down list that you wish to delete .* At the bottom center of the dialog box is a grey button labeled *Cancel*.

Delete Depot Special Audit(s)

The Delete Depot Special Audit is used by the AMMT only.

It is used to delete complete special audit(s). The delete function cannot be reversed once deleted and would have to be re-created if needed again.

Create Contractor Special Audit(s)



Create Contractor Special Audit(s).

The Create Contractor Special Audit is used by the AMMT only.

It is used to create special audit for Contractor Activities. All questions from the master CSEC database can be selected as well as supplemental questions.

This function will also allow the user to add or delete individual questions to their existing special audit.

Delete Contractor Special Audit(s)



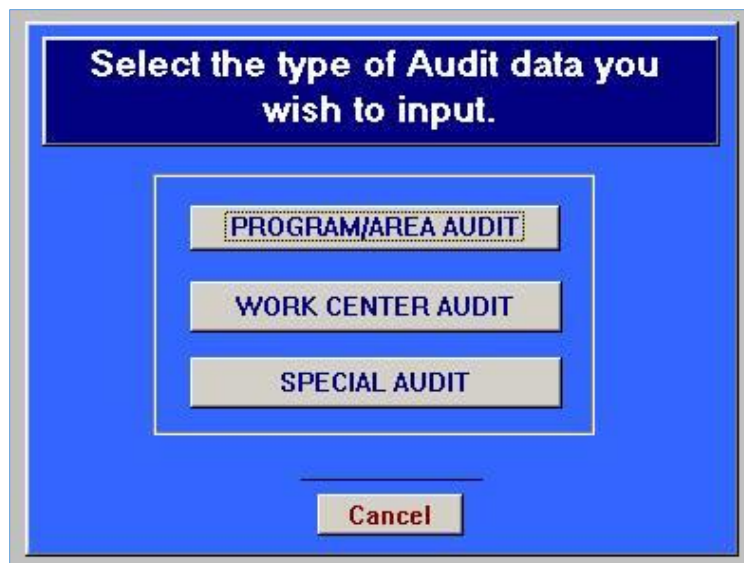
The screenshot shows a dialog box with a blue background and a grey border. At the top, a dark blue header contains the text **"DELETE CONTRACTOR SPECIAL AUDIT(S)"** in white, italicized font. Below the header is a white pull-down menu. A yellow rectangular box with red text is positioned below the menu, containing the instruction: **Select a Contractor Audit Title from the pull down list that you wish to delete .** At the bottom center of the dialog box is a grey button with the text **Cancel**.

Delete Contractor Special Audit(s)

The Delete Contractor Special Audit is used by the AMMT only.

It is used to delete complete special audit(s). The delete function cannot be reversed once deleted and would have to be re-created if needed again.

Input Audit Data (Activity)



The screenshot shows a dialog box with a blue background and a grey border. At the top, a dark blue header contains the text **Select the type of Audit data you wish to input.** in white font. Below the header is a white rectangular area containing three stacked buttons: **PROGRAM/AREA AUDIT**, **WORK CENTER AUDIT**, and **SPECIAL AUDIT**. At the bottom center of the dialog box is a grey button with the text **Cancel**.

Input Audit Data (Activity).

When ACTIVITY is selected on the CSEC Main Menu and DATA ENTRY is selected, the DATA ENTRY screen is displayed. This screen has a menu containing six sections: Input Audit Data, Edit Audit Data, Create/Modify Special Audit(s), Delete Special Audit(s), Supplemental Question(s), and Upload Stand-Alone Data. Under the Input Audit Data section, there are three options available: WORK CENTER AUDIT, PROGRAM/AREA AUDIT, and SPECIAL AUDIT. The data entry must match the type of audit performed.

After one of the options above is selected, a data entry screen opens. The computer will not accept empty data entry fields.

The screenshot shows a software window titled "CSEC - [WORK CENTER AUDIT]". The main heading is "COMPUTERIZED SELF EVALUATION CHECKLIST" followed by "COMNAIRFORINST 4790.2" and "WORK CENTER AUDIT". On the right side, there are three buttons: "ACTIVITY", "D-LEVEL", and "NAVY & USMC". The form contains several input fields: "Enter Evaluator's RANK and NAME:", "Enter Work Center Supervisor's RANK and NAME:", "Enter NDNE # Applicable", "Enter Evaluation Date (MM/DD/YYYY):" with the value "04/27/2006", "Is this a 'D' discrepancy, 'C' comment or 'O' overview: (D/C/O)?" with "D" selected, "Enter the Checklist Number:" with a dropdown arrow, "Question Type Code:" with an empty box, and "Enter Work Center:" with a dropdown arrow. Below these are two large text boxes labeled "Question:" and "Discrepancy Comment or Overview:". To the right of the second box is a "Spell Check" button. At the bottom, there are "SAVE" and "Previous Screen" buttons. The status bar at the very bottom shows "Enter Evaluator's Rank and Name...", "CAPS", and "NUM".

Work Center Audit (Activity)

CSEC - [PROGRAM AUDIT]

File Edit View Insert Format Records Tools Window Help

Type a question for help

COMPUTERIZED SELF EVALUATION CHECKLIST

COMNAVAIRFORINST 4790.2

"PROGRAM/AREA AUDIT"

Enter Evaluator's RANK and NAME:

Enter the Assisting QAR's RANK and NAME:

Enter NONE if Applicable:

Enter Evaluation Date (MM/DD/YYYY):

Is this a "D" (discrepancy, "C" (comment) or "O" (overview) (D/C/O)?

Enter the Area or Checklist Number: Question Type Code:

Enter Work Center:

Question:

Discrepancy, Comment or Overview:

Enter Evaluator's Rank and Name... CAPS NUM

Program/Area Audit (Activity)

CSEC - [SPECIAL AUDIT DISCREPANCY ADD]

File Edit View Insert Format Records Tools Window Help

Type a question for help

COMPUTERIZED SELF EVALUATION CHECKLIST

COMNAVAIRFORINST 4790.2

"SPECIAL AUDIT"

Special Audit:

Evaluator's RANK and NAME:

Enter Assisting QAR's RANK and NAME:

Enter Evaluation Date (MM/DD/YYYY):

Is this a "D" (discrepancy, "C" (comment) or "O" (overview) (D/C/O)?

Enter the Area or Checklist Number: Question Type Code:

The Work Center: Individual Evaluated:

Question:

Discrepancy, Comment or Overview:

Form View CAPS NUM

Special Audit (Activity)

Edit Audit Data (Activity)



The screenshot shows a software window titled "CSEC - [PROGRAM AUDIT-EDIT]". The main title is "COMPUTERIZED SELF EVALUATION CHECKLIST" followed by "COMNAVAIRFORINST 4790.2" and "PROGRAM AUDIT - EDIT". On the right side, there are three buttons: "ACTIVITY", "D-LEVEL", and "NAVY & USMC". Below these, there are input fields for "Program:" (value: 200) and "Date:" (value: 4/27/2006). Further down, there are fields for "Evaluator's RANK and NAME:" (value: TEST), "Enter Assisting QAR's RANK and NAME:" (value: TEST), "Enter Evaluation Date (MM/DD/YYYY):" (value: 04/27/2006), "Is this a 'D'iscrepancy, 'C'omment or 'O'verview (D/C/O):" (value: D), "Enter the Area or Checklist Number:" (value: 201), "Question Type Code:" (value: C), and "The Work Center:" (value: 010). A "Question:" field contains the text: "Does the AMO establish and coordinate department training requirements, to include obtaining school quotas, to support training requirements? Ref. COMNAVAIRFORINST 4790.2, vol. V, par. 2.3 e". Below this, a "Discrepancy, Comment or Overview:" field contains the text: "TEST". A "Spell Check" button is located to the right of this field. At the bottom, there are navigation buttons: "Find", "Next", "Previous", "First", "Last", "Save", "Delete", and "Previous Screen". The status bar at the bottom shows "Record: 1 of 1" and "Form View" on the left, and "CAPS NUM" on the right.

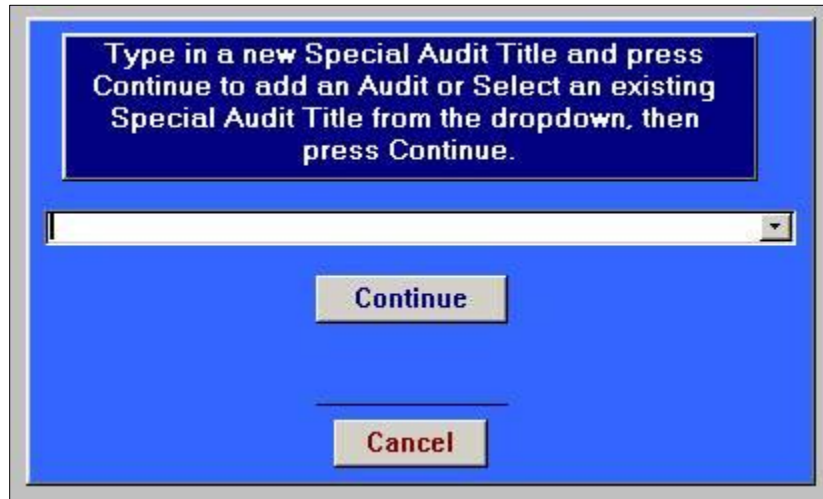
Edit Audit Data (Activity) Program Edit Audit

Existing audits can be edited when necessary.

1. Select EDIT AUDIT DATA.
2. If editing a work center audit, select WORK CENTER AUDIT. Select the audit for editing from the drop down work center pick list.

3. If editing a program/area audit, select PROGRAM/AREA AUDIT. Select the program for editing from the drop down pick list.
4. If editing a special audit, select SPECIAL AUDIT. Select the special audit for editing from the drop down pick list.

Create/Modify Special Audit(s)



Create/Modify Special Audit(s)

Special Audits can be created and/or modified as needed.

1. Select CREATE/MODIFY SPECIAL AUDIT(S).
2. Create a name for your new special audit or select a title from the dropdown to edit an existing audit.
3. Select questions by checking the “Yes” button beside each question, or “No” to de-select a question.
4. Once you have completed creating your Special Audit, you may go to the CSEC Checklist options to print a Special Audit Checklist or go to the Data Entry screen to enter Audit Data for Special Audit questions. Reports for Special Audits can be found under the Reports button.

Delete Special Audit(s)



Select a Special Audit Title from the pull down list that you wish to delete .

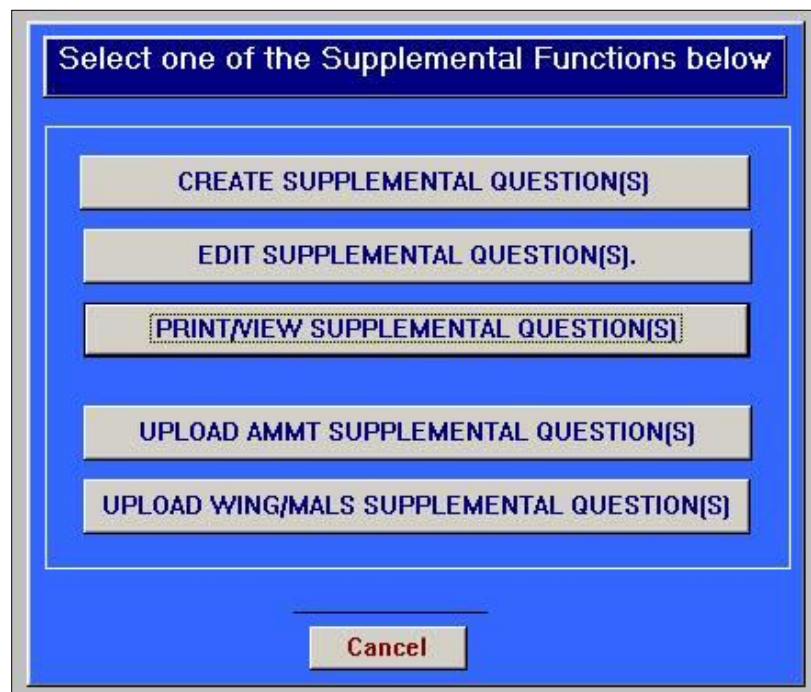
Delete

Cancel

Delete Special Audit(s)

Select a title from the dropdown, then Delete to delete the existing audit.

Supplemental Questions (Activity)



Select one of the Supplemental Functions below

CREATE SUPPLEMENTAL QUESTION(S)

EDIT SUPPLEMENTAL QUESTION(S).

PRINT/VIEW SUPPLEMENTAL QUESTION(S)

UPLOAD AMMT SUPPLEMENTAL QUESTION(S)

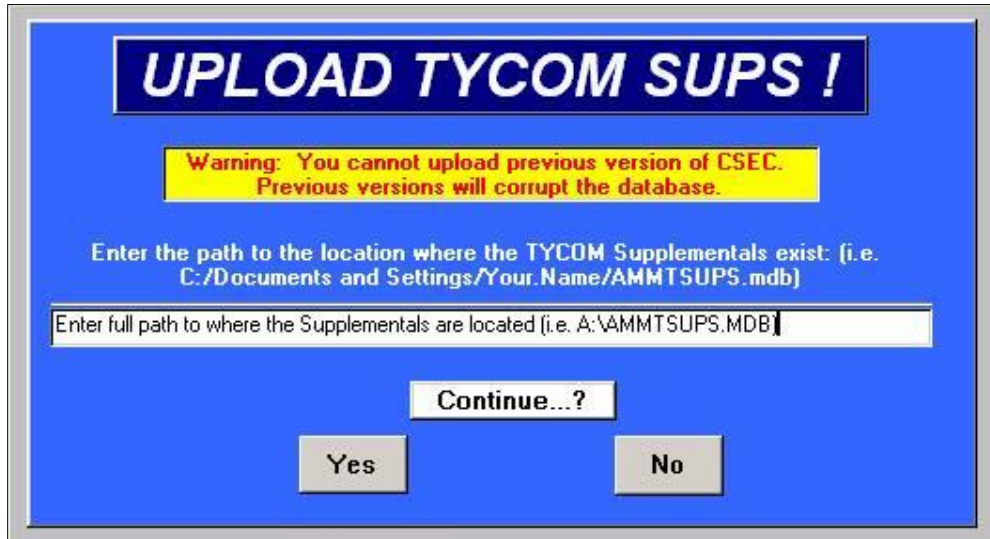
UPLOAD WING/MALS SUPPLEMENTAL QUESTION(S)

Cancel

Supplemental Questions (Activity).

Select SUPPLEMENTAL QUESTION(S). The Supplemental Questions menu will be displayed.

With the exception of the last two selections, UPLOAD AMMT SUPPLEMENTAL QUESTION(S) and UPLOAD WING SUPPLEMENTAL QUESTION(S), the selections on this menu are the same in name and function to the AMMT and WING/MALS SUPPLEMENTAL QUESTION(S) screen. A detailed description of these functions is above, in the AMMT and WING/MALS Supplemental Questions section.



UPLOAD TYCOM SUPS !

**Warning: You cannot upload previous version of CSEC.
Previous versions will corrupt the database.**

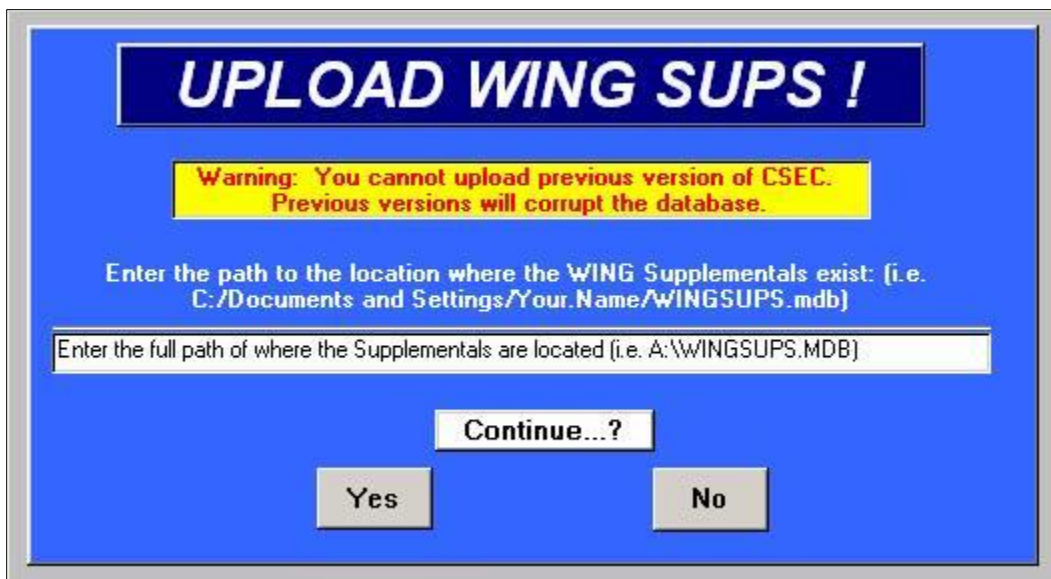
Enter the path to the location where the TYCOM Supplementals exist: (i.e. C:/Documents and Settings/Your.Name/AMMTSUPS.mdb)

Enter full path to where the Supplementals are located (i.e. A:\AMMTSUPS.MDB)

Continue...?

Yes No

Upload AMMT Supplemental Question(s)



UPLOAD WING SUPS !

**Warning: You cannot upload previous version of CSEC.
Previous versions will corrupt the database.**

Enter the path to the location where the WING Supplementals exist: (i.e. C:/Documents and Settings/Your.Name/WINGSUPS.mdb)

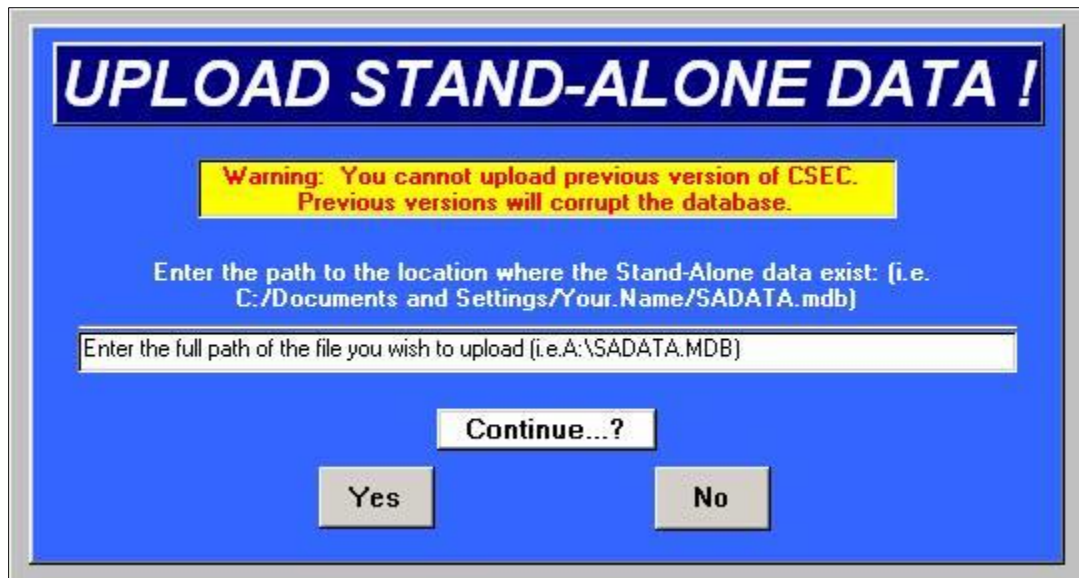
Enter the full path of where the Supplementals are located (i.e. A:\WINGSUPS.MDB)

Continue...?

Yes No

UPLOAD Wing/MALS Supplemental Question(s).

Upload Stand-Alone Data (Activity)



Upload Stand-Alone Data (Activity)

It is necessary for the operator to understand the Stand-Alone (SA) function prior to the next section, UPLOAD STAND-ALONE DATA. The SA is an Access-based, no frills, data entry, data edit, and report program used to perform audits on a remotely located PC. The audit(s) are then downloaded to a floppy diskette for upload into the master CSEC database. It is an executable application program for PCs having ACCESS 2000/2003 installed. It can either be executed directly from a floppy disk or installed to the remote PC's hard drive. While it is primarily a tool for AMMTs and WING/MALS, it may also be utilized at the Activity level. The data entry and data edit functions are identical to the same functions above, except that the SA program is limited in space and the checklist questions/work centers do not appear on the screen.

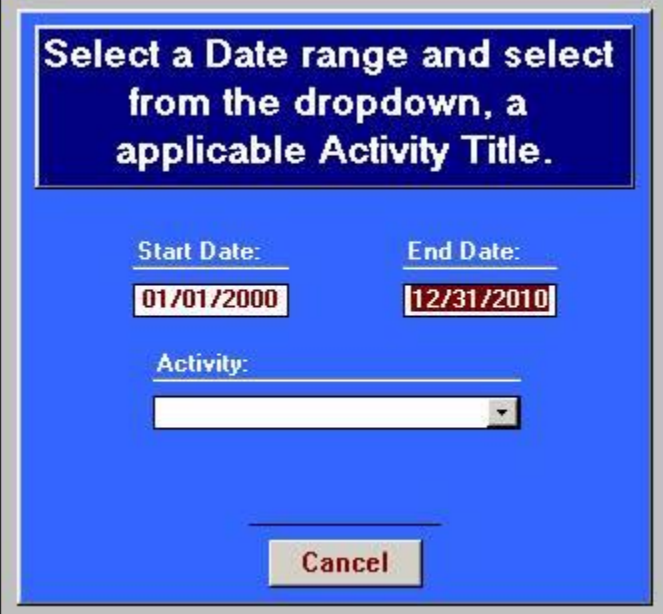
Overview (AMMT/WING/MALS)

Reports are useful for evaluating the effectiveness of NAMP processes and programs. They can also pinpoint problem areas requiring attention based on trends in discrepancies over time. The types of reports that can be accessed will vary with the type of audit being done.

There are six reports for both the AMMT and the WING/MALS:

- Activity Copy
- File Copy
- Program/Area by Activity
- Discrepancies by Work Center
- Total Discrepancies by Program/Area
- Total Discrepancies

Activity Copy (AMMT/WING/MALS)



Select a Date range and select from the dropdown, a applicable Activity Title.

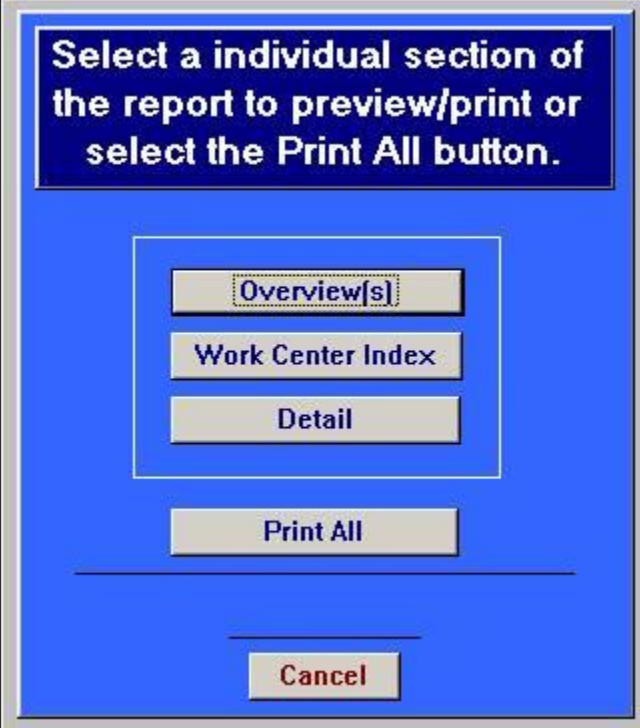
Start Date: End Date:

Activity:

Cancel

The image shows a blue dialog box with a dark blue header containing the instruction "Select a Date range and select from the dropdown, a applicable Activity Title." Below the header, there are two date input fields: "Start Date:" with the value "01/01/2000" and "End Date:" with the value "12/31/2010". Underneath these is an "Activity:" label followed by a white dropdown menu. At the bottom center, there is a "Cancel" button.

Activity Selection Popup.



Select a individual section of the report to preview/print or select the Print All button.

Overview(s)

Work Center Index

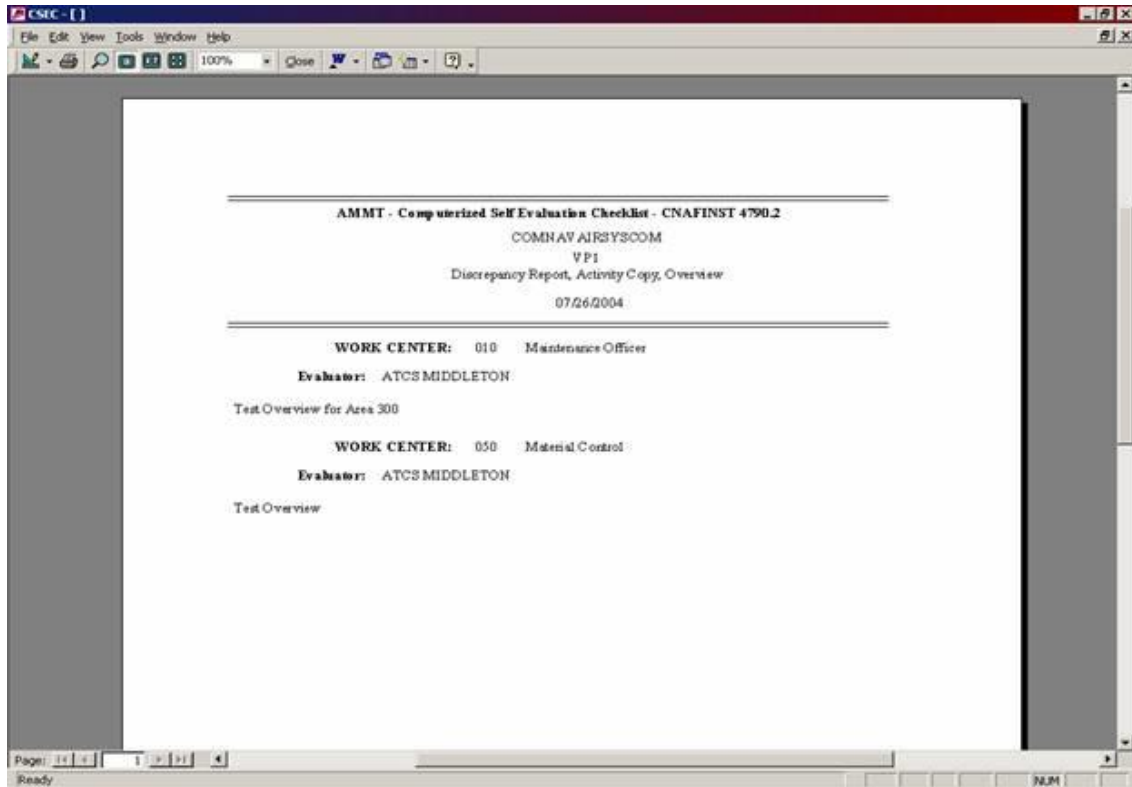
Detail

Print All

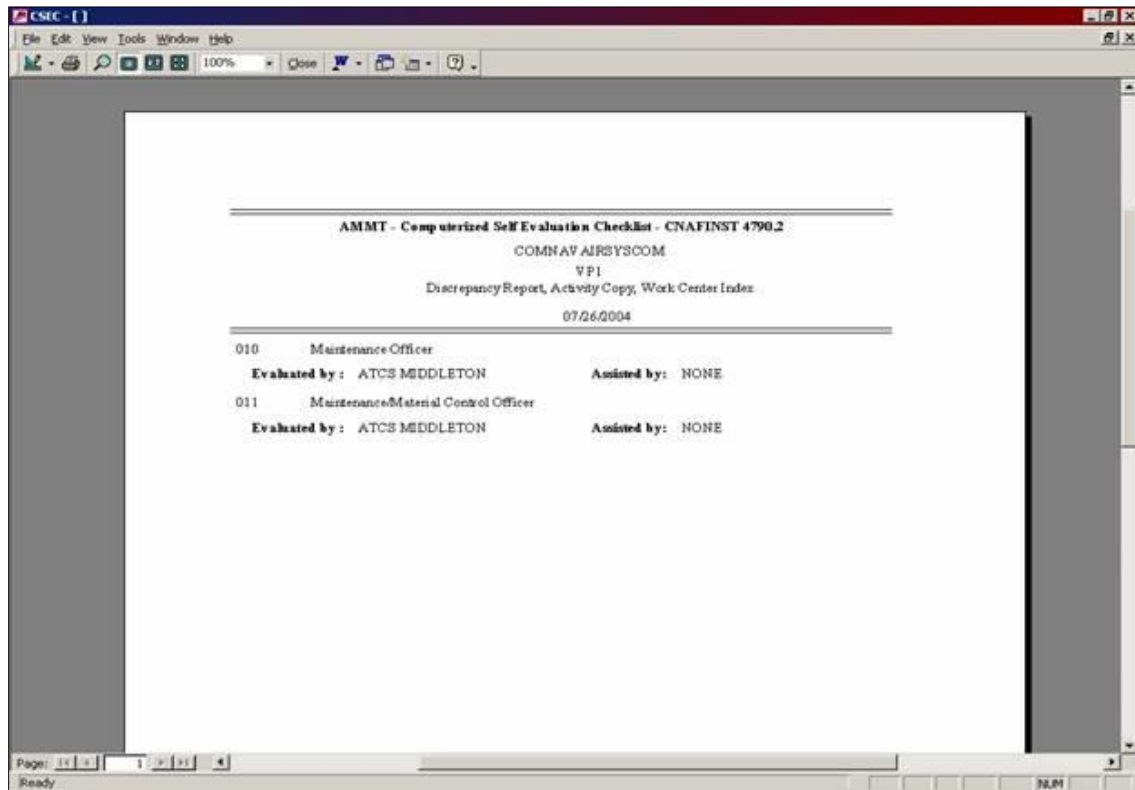
Cancel

The image shows a blue dialog box with a dark blue header containing the instruction "Select a individual section of the report to preview/print or select the Print All button." Below the header, there is a white-bordered box containing three buttons: "Overview(s)", "Work Center Index", and "Detail". Below this box is a "Print All" button. At the bottom center, there is a "Cancel" button.

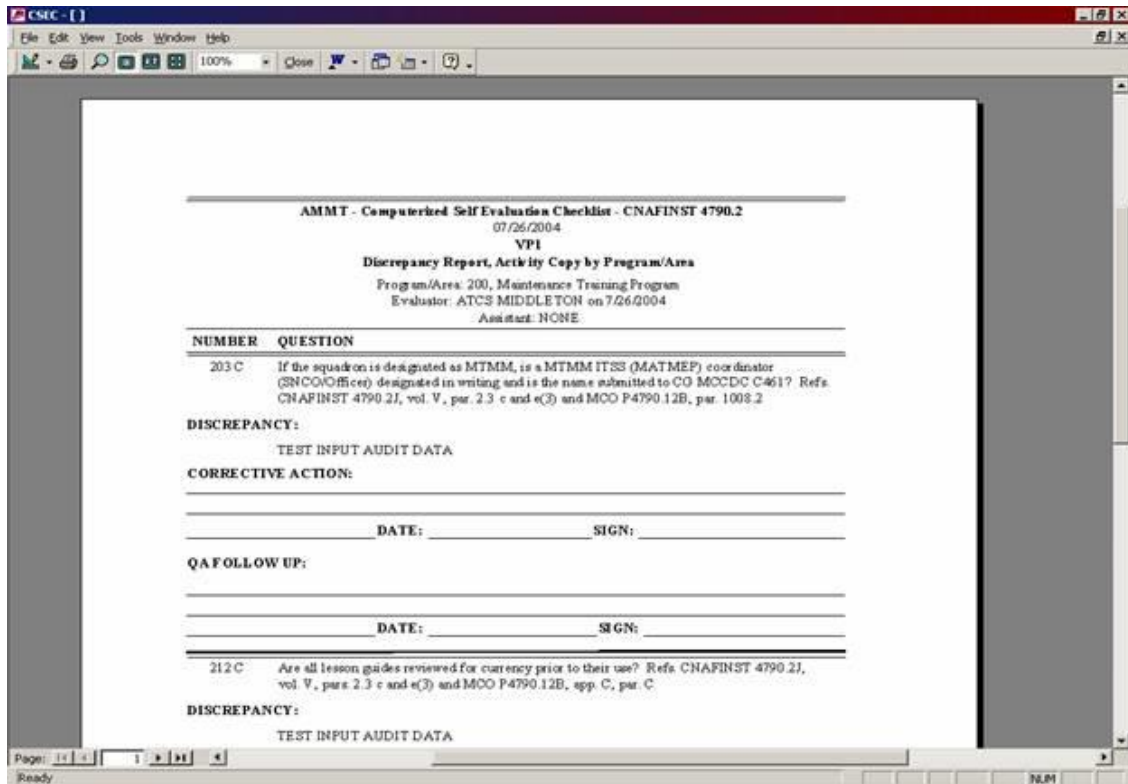
Print Option Popup.



Example Overview(s) Report.



Example Work Center Index Report.




Example Detailed Report.

1. From the REPORTS screen, select ACTIVITY COPY.
2. If necessary, change the Start and/or End Date, using MM/DD/YYYY format. If there are several reports on the same Activity, then selecting the same beginning and ending date of the report will generate a report only on that specific audit. Specifying a wider date range will include all data on that Activity within that date range.
3. Select the Activity that requires a report from the ACTIVITY dropdown list. Reports at this level are separated into three main sections: Overviews, Work Center Index, and Detail. Individual sections or a combination of all sections can be previewed/printed.

Standard Options are available.

File Copy (AMMT/WING/MALS)



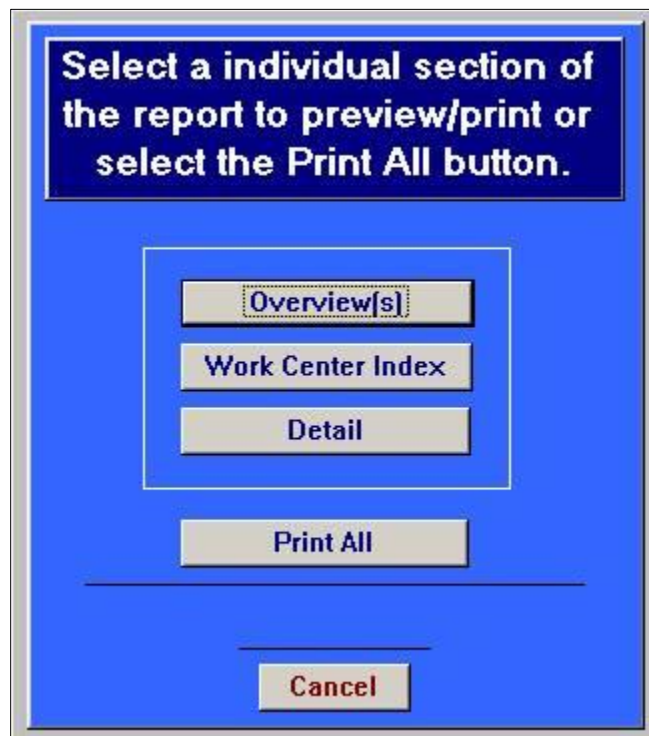
Select a Date range and select from the dropdown, a applicable Activity Title.

Start Date: End Date:

Activity:

The image shows a blue dialog box with a dark blue header containing the instruction "Select a Date range and select from the dropdown, a applicable Activity Title." Below the header, there are two date input fields: "Start Date:" with the value "01/01/2000" and "End Date:" with the value "12/31/2010". Underneath these is an "Activity:" label followed by a white dropdown menu. At the bottom of the dialog is a "Cancel" button.

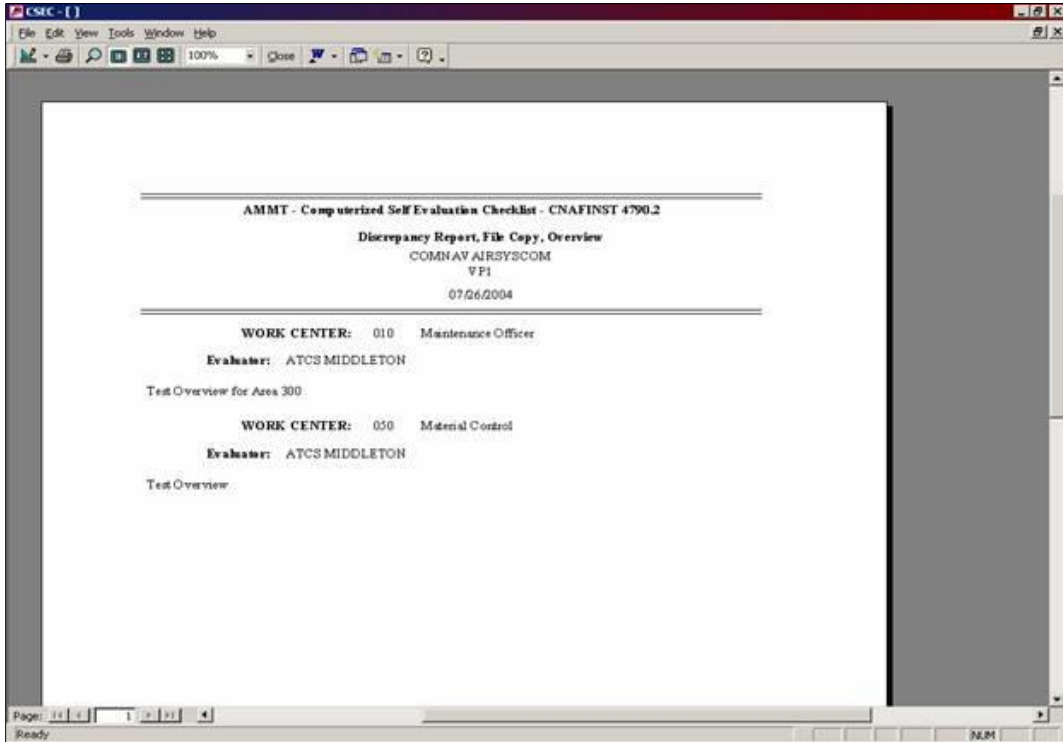
Activity Selection Popup.



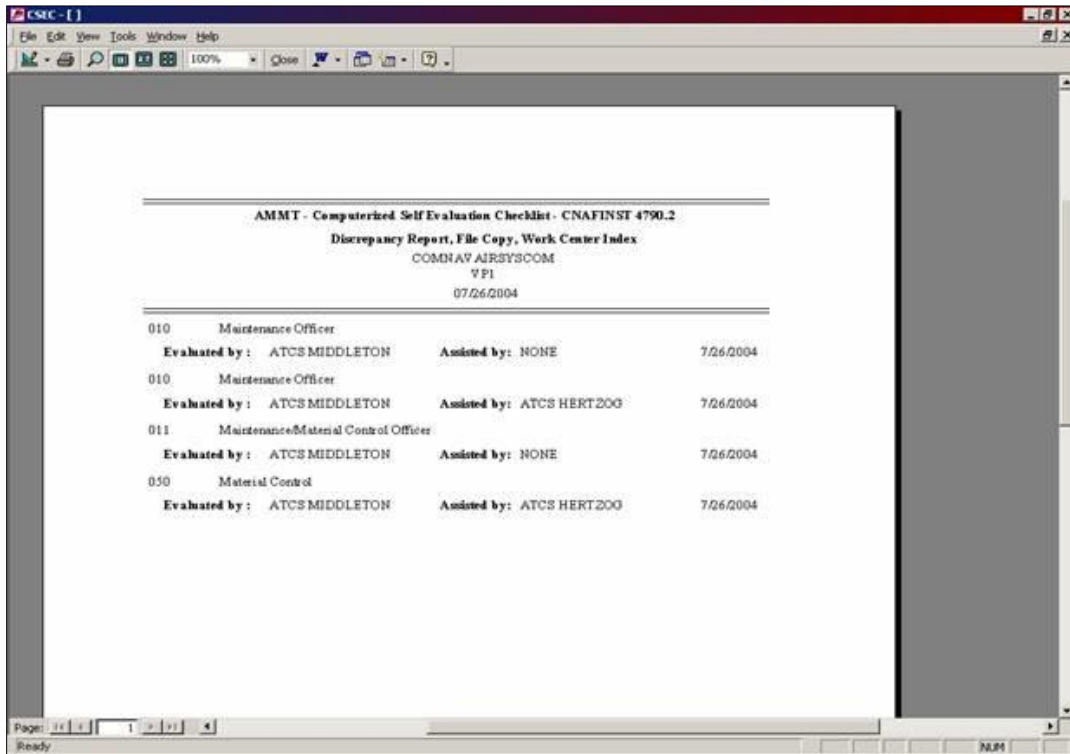
Select a individual section of the report to preview/print or select the Print All button.

The image shows a blue dialog box with a dark blue header containing the instruction "Select a individual section of the report to preview/print or select the Print All button." Below the header, there is a white-bordered box containing three buttons: "Overview(s)", "Work Center Index", and "Detail". Below this box is a "Print All" button. At the bottom of the dialog is a "Cancel" button.

Report Selection Popup.



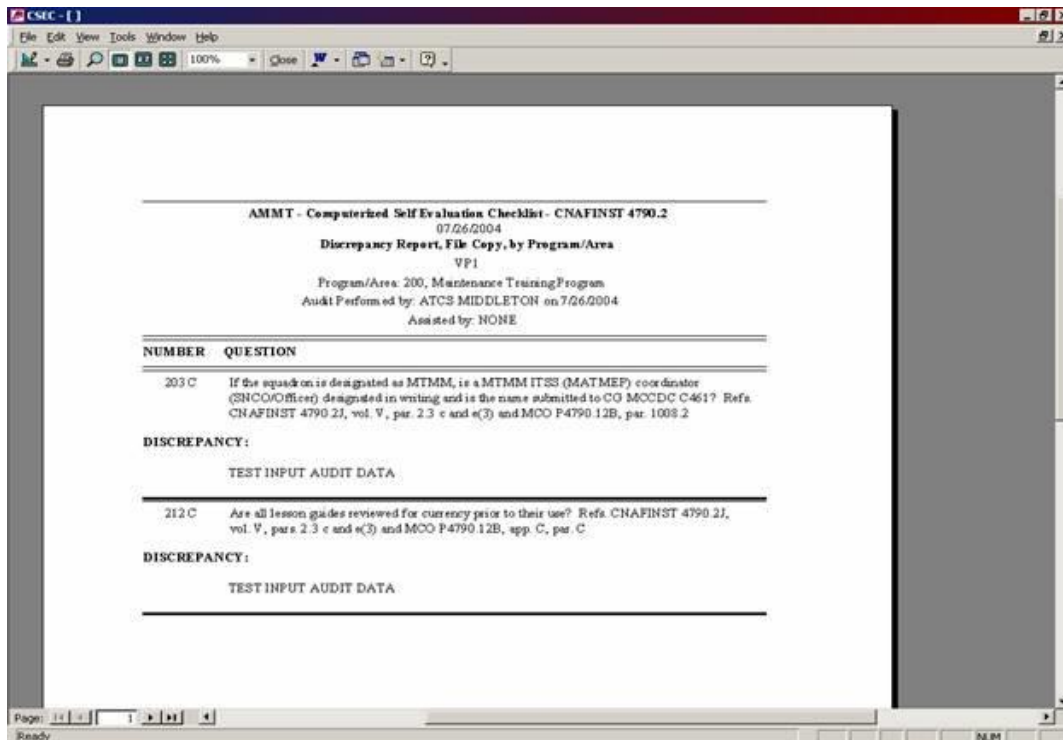
Example Overview(s) Report.



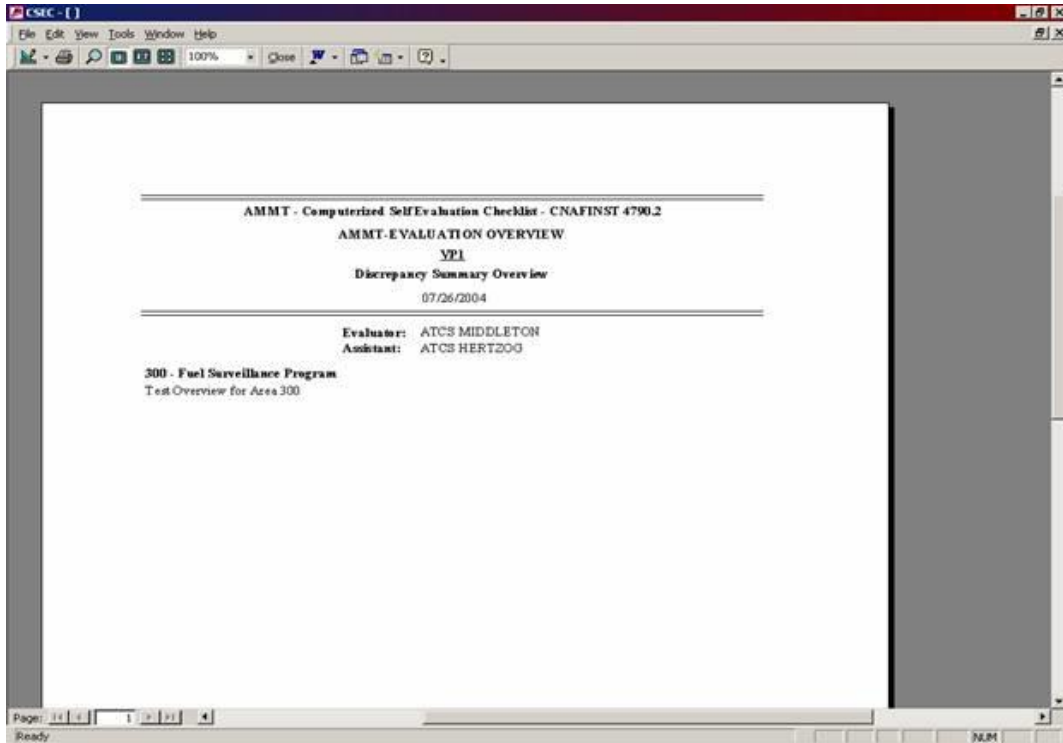
Example Work Center Index Report.



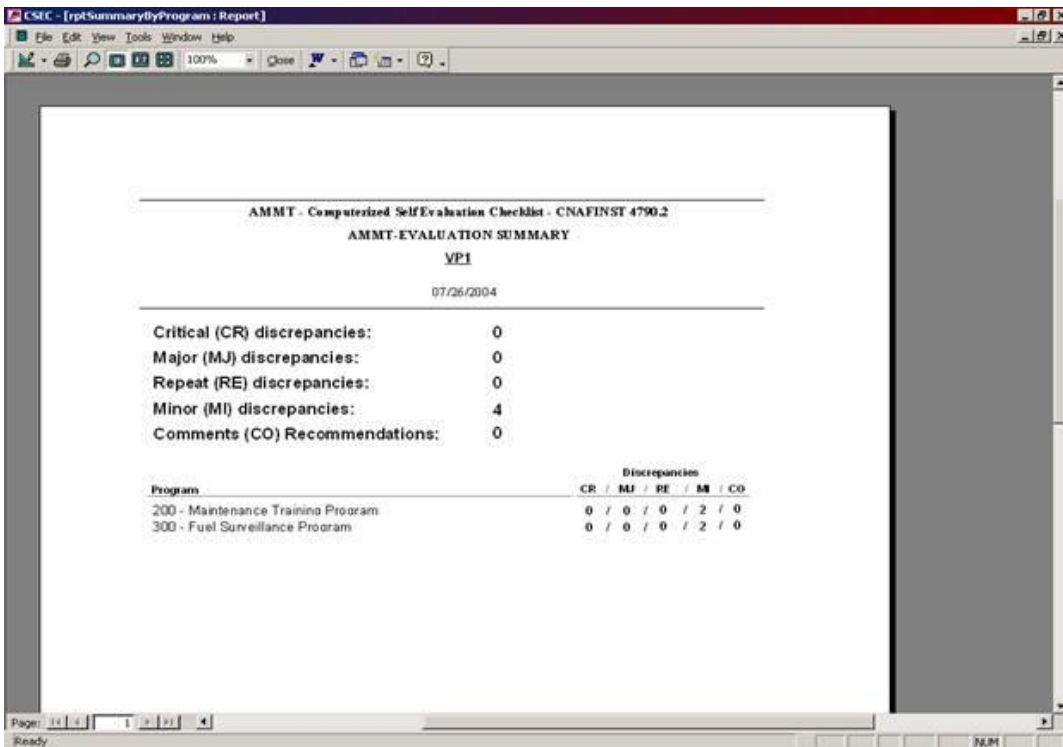
Example Detail Report (Sort Option).



Example Detail Report (Detail).



Example Summary Report (Overview(s)).



Example Summary Report (Ratings).

1. From the REPORTS screen, select FILE COPY.
2. If necessary, change the Start and/or End Date, using MM/DD/YYYY format. If there are several reports on the same Activity, then selecting the same beginning and ending date of the report will generate a report only on that specific audit. Specifying a wider date range will include all data on that Activity within that date range.
3. Select the Activity that requires a report from the ACTIVITY drop down list. Reports at this level are separated into three main sections: Overview(s), Work Center Index, and Detail. Individual sections or a combination of all sections can be previewed/printed.

Standard Options are available.

Program/Area by Activity (AMMT/WING/MALS)

Select a Date range and select from the dropdown, an applicable Activity Title.

Start Date: 01/01/1998 End Date: 12/31/2005

Activity:

Cancel

Activity and Program/Area Selection Popup.

AMMT - Computerized Self Evaluation Checklist - CNAFINST 4790.2
Program Discrepancies by Activity and Work Center
 VPI
 Both (J and C) Maintenance Level, Both (NAVY and USMC) Service Type
 Program: 200, Maintenance Training Program
 Start Date: 01/01/1999 End Date: 12/31/2005
 Report Date: 07/26/2004

WORK CENTER	WORK CENTER NAME	COUNT
010	Maintenance Officer	2

Example Program Discrepancies by Activity and Work Center Report.

1. From the REPORTS screen, select PROGRAM/AREA BY ACTIVITY.
2. If necessary, change the Start and/or End Date, using MM/DD/YYYY format. If there are several reports on the same Activity, then selecting the same beginning and ending date of the report will generate a report only on that specific audit. Specifying a wider date range will include all data on that Activity within that date range.
3. Select the Activity from the drop down pick list.
4. Select a Program to generate a report on, using the drop down pick list, from the Program window which appears after selection of an activity. The CSEC will now generate a report of how many discrepancies are recorded for the selected program and activity, within the specified date range.
5. Select PREVIEW to preview the report.
6. Select Close icon to return to the previous screen.
7. Select PRINT to print the report.
8. Select PREVIOUS SCREEN to return to the previous screen.

Discrepancies by Work Center (AMMT/WING/MALS)



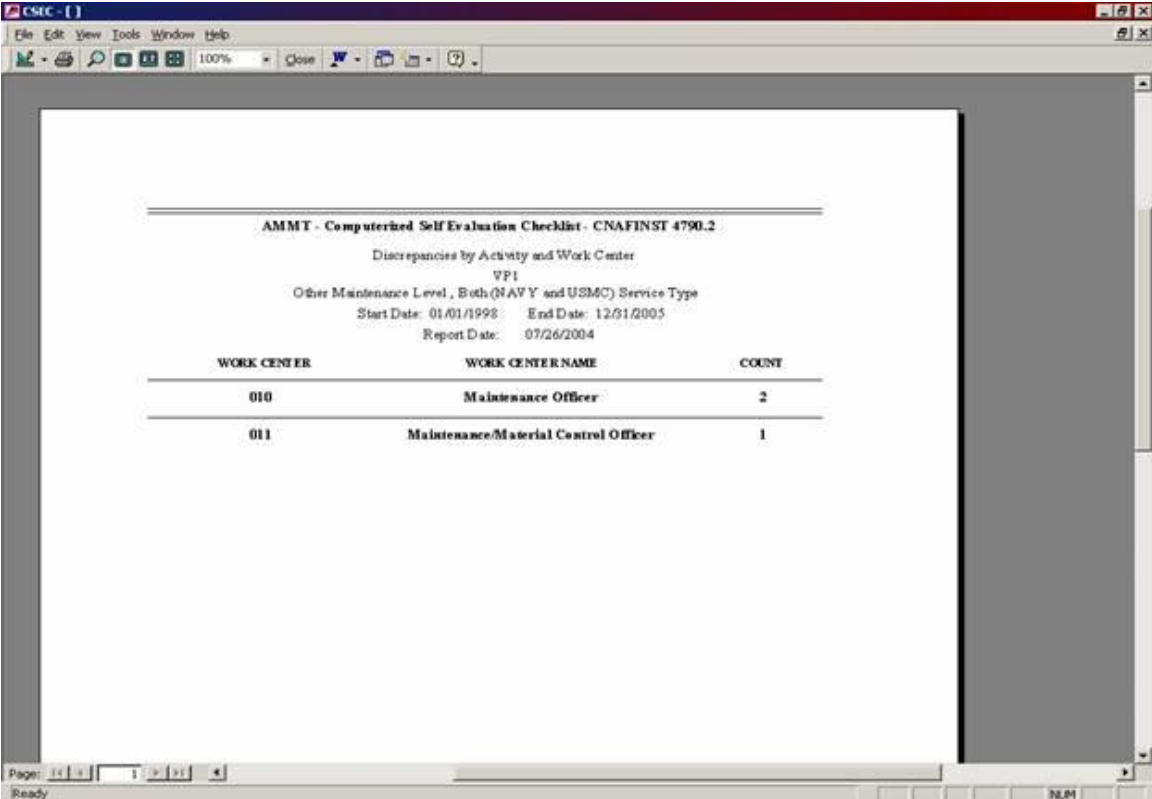
Select a Date range and select from the dropdown, an applicable Activity Title.

Start Date: 01/01/1998 End Date: 12/31/2005

Activity:

Cancel

Activity Selection Popup.



AMMT - Computerized Self Evaluation Checklist - CNAFINST 4790.2
Discrepancies by Activity and Work Center
VP1
Other Maintenance Level, Both (NAVY and USMC) Service Type
Start Date: 01/01/1998 End Date: 12/31/2005
Report Date: 07/26/2004

WORK CENTER	WORK CENTER NAME	COUNT
010	Maintenance Officer	2
011	Maintenance/Material Control Officer	1

Discrepancies by Work Center Report

1. From the REPORTS screen, select DISCREPANCIES BY WORK CENTER.

2. If necessary, change the Start and/or End Date, using MM/DD/YYYY format. If there are several reports on the same Activity, then selecting the same beginning and ending date of the report will generate a report only on that specific audit. Specifying a wider date range will include all data on that Activity within that date range.
3. Select the Activity from the ACTIVITY drop down list. The CSEC will now generate a report of how many discrepancies are recorded for each work center in the selected activity, within the specified date range.
4. Select PREVIEW to preview the report.
5. Select Close icon to return to the previous screen.
6. Select PRINT to print the report.
7. Select PREVIOUS SCREEN to return to the previous screen.

Total Discrepancies by Program/Area (AMMT/WING/MALS)

COMPUTERIZED SELF EVALUATION CHECKLIST
COMNAVAIRFORINST 4790.2
"TOTAL DISCREPANCIES BY PROGRAM/AREA"

Start Date: End Date:

Adjust the Start and End Dates above to modify the range of the report, then select Re-Run below

PROGRAM/AREA	JAN to MAR	APR to JUN	JUL to SEP	OCT to DEC	TOTAL
200		3			3

Mouse click the Program/Area number for Detailed Report.

Form View CAPS NUM

Total Discrepancies by Program/Area Screen.

AMMT - Computerized Self Evaluation Checklist - CNAFINST 4790.2
Total Discrepancies by Program/Area
Between 1/1/1998 and 12/31/2005

Program/Area	JAN to MAR	APR to JUN	JUL to SEP	OCT to DEC	TOTAL
200			4		4
200			1		1
			5		5

Example Total Discrepancies by Program/Area Report.

AMMT - Computerized Self Evaluation Checklist - CNAFINST 4790.2
Between 1/1/2000 and 12/31/2010
Discrepancy Report by Program(s)/Area(s)
COMNAVAIRSYSCOM using Both (NAVY and USMC) Service Type Setting
200 - Maintenance Training Program
Both (Intermediate and Organizational) Maintenance Levels

NUMBER	DISCREPANCY
202 C D	TEST AMMT SPECIAL AUDIT
203 C D	TEST INPUT AUDIT DATA
208 C D	TEST AMMT SPECIAL AUDIT
212 C D	TEST INPUT AUDIT DATA

Discrepancies by Program/Area Detail Screen

From the REPORTS screen, select TOTAL DISCREPANCIES BY PROGRAM/AREA.

1. This report upon execution automatically displays all discrepancies for each quarter by Program/Area. The totals on the far right side are a summary of all discrepancies for all 4 quarters.
2. The report can be modified by changing the Start/End dates at the top of the screen and pressing the Re-Run button. An entry of (07/01/03 to 09/30/03) would produce third quarter totals only, depending on the discrepancies entered.
3. Create a sub-report clicking on the Program/Area to the left of the screen. This will produce a report of all the discrepancies and comments for that selected Program/Area within the selected Start and End dates. Use standard print buttons at the top of the screen.

For main screen control:

- Select PREVIEW to preview the report.
- Select Close icon to return to the previous screen.
- Select PRINT to print the report.
- Select PREVIOUS SCREEN to return to the previous screen.

Total Discrepancies (AMMT/WING/MALS)



Activity Selection Popup.

*Select either All
Program/Areas or an Individaul
Program/Area*

ALL PROGRAMS/AREAS

INDIVIDUAL PROGRAMS/AREAS

PROGRAMS/AREA

Cancel

Program/Area Selection Popup.

CSIC - [TOTAL DISCREPANCIES]

File Edit View Insert Format Records Tools Window Help

Type a question for help

COMPUTERIZED SELF EVALUATION CHECKLIST

COMNAVAIRFORINST 4790.2

"TOTAL DISCREPANCIES"

ACTIVITY

D-LEVEL

NAVY & USMC

Question Number	Work Center	Number of Discrepancies
201 C	010	1
206 C	010	1

Group by Date Preview Print Previous Screen

Form View CAPS NUM

Total Discrepancies Display Screen.

Date	Question Number	Work Center	Number of Discrepancies
04/27/2006	200 C	010	1
04/27/2006	206 C	010	1

Total Discrepancies Display Screen. (Grouped by Date)

1. From the REPORTS screen, select TOTAL DISCREPANCIES.
2. Select ALL ACTIVITIES or INDIVIDUAL ACTIVITIES.
 - From the ALL ACTIVITIES screen, select ALL PROGRAMS/AREAS or INDIVIDUAL PROGRAMS/AREAS.
 - Selecting ALL PROGRAMS/AREAS will generate a report of total discrepancies for all activities and areas in the database. You have the option to select GROUP BY DATE and/or PRINT. Select PREVIOUS SCREEN to return to the previous screen.
 - Selecting INDIVIDUAL PROGRAMS/AREAS will generate a pop up pick list of programs/areas. After selecting a program/area, a report of total discrepancies for that area and all activities will be generated. You have the option to select GROUP BY DATE and/or PRINT. Select PREVIOUS SCREEN to return to the previous screen.
 - Selecting INDIVIDUAL ACTIVITIES will generate a pop up pick list of activities. After selecting an activity, select ALL PROGRAMS/AREAS or INDIVIDUAL PROGRAMS/AREAS.
 - Selecting ALL PROGRAMS/AREAS will generate a report of total discrepancies for all areas and that activity. You have the option to select GROUP BY DATE and/or PRINT. Select PREVIOUS SCREEN to return to the previous screen.

- Selecting INDIVIDUAL PROGRAMS/AREAS will generate a pop up pick list of programs/areas. After selecting a program/area, a report of total discrepancies for that area and that activity will be generated. You have the option to select GROUP BY DATE and/or PRINT. Select PREVIOUS SCREEN to return to the previous screen.

Audit Summary (AMMT/WING/MALS)

COMPUTERIZED SELF EVALUATION CHECKLIST
COMNAVAIRFORINST 4790.2
"Audit Summary"

Activity Title:

Yes / No	Program/Area	Program/Area Title	Grade
<input checked="" type="radio"/> Yes <input type="radio"/> No	200	Maintenance Training Program	
<input checked="" type="radio"/> Yes <input type="radio"/> No	300	Fuel Surveillance Program	
<input checked="" type="radio"/> Yes <input type="radio"/> No	400	Navy Oil Analysis (NOAF) Program	
<input checked="" type="radio"/> Yes <input type="radio"/> No	500	Aviators Breathing Oxygen (ABO) Surveillance Program	
<input checked="" type="radio"/> Yes <input type="radio"/> No	600	Hydraulic Contamination Control Program	
<input checked="" type="radio"/> Yes <input type="radio"/> No	700	Tire and Wheel Maintenance Safety Program	
<input checked="" type="radio"/> Yes <input type="radio"/> No	800	Quality Assurance Audit Program	
<input checked="" type="radio"/> Yes <input type="radio"/> No	900	Maintenance Department/Division Safety Program	
<input checked="" type="radio"/> Yes <input type="radio"/> No	1000	Naval Aviation Maintenance Discrepancy Reporting (NAI)	
<input checked="" type="radio"/> Yes <input type="radio"/> No	1100	Aviation Gas Free Engineering (AVGFE) Program	
<input checked="" type="radio"/> Yes <input type="radio"/> No	1200	Foreign Object Damage (FOD) Prevention Program	
<input checked="" type="radio"/> Yes <input type="radio"/> No	1300	Tool Control Program	
<input checked="" type="radio"/> Yes <input type="radio"/> No	1400	Corrosion Prevention and Control Program	
<input checked="" type="radio"/> Yes <input type="radio"/> No	1500	Plane Captain Qualification Program	
<input checked="" type="radio"/> Yes <input type="radio"/> No	1600	Egress System Checkout Program	
<input checked="" type="radio"/> Yes <input type="radio"/> No	1700	Support Equipment Operator Training and Licensing Prog	
<input checked="" type="radio"/> Yes <input type="radio"/> No	1800	Support Equipment Planned Maintenance System Progra	

Buttons: Reset Screen, Preview/Print Report, Previous Screen

Audit Summary Update Screen.

CSIC - [AreaSummary]

File Edit View Tools Window Help

100% Close

AMMT - Computerized Self Evaluation Checklist - CNAFINST 4790.2
 Aviation Maintenance Management Team 'I' Level
 ACTIVITY: COMNAVIAIRSYSCOM
 And it Performed on 7/26/2004

AREA	PROGRAM	GRADE
200	Maintenance Training Program	On-Track
300	Fuel Surveillance Program	Needs More Attention
400	Heavy Oil Analysis (HOAP) Program	Off-Track
500	Aviators Breathing Oxygen (ABO) Surveillance Program	Off-Track
600	Hydraulic Contamination Control Program	Not Evaluated
700	Tire and Wheel Maintenance Safety Program	On-Track

Summary	Number of Programs
On-Track	2
Off-Track	2
Needs More Attention	1
Not Evaluated	1
Total	5

Page: 1/1
 Ready

Example Work Center Summary Report.

Work Center Summary (AMMT/WING/MALS)

Work Center Summary Update Screen.

WORK CENTER	WORK CENTER TITLE	GRADE
010	Maintenance Officer	On Track
011	Maintenance/Material Control Officer	Needs More Attention
012	General Maintenance Officer Afloat (IM-2)	Not Evaluated
013	Avionics/Armament Officer Afloat (IM-3)	Not Evaluated

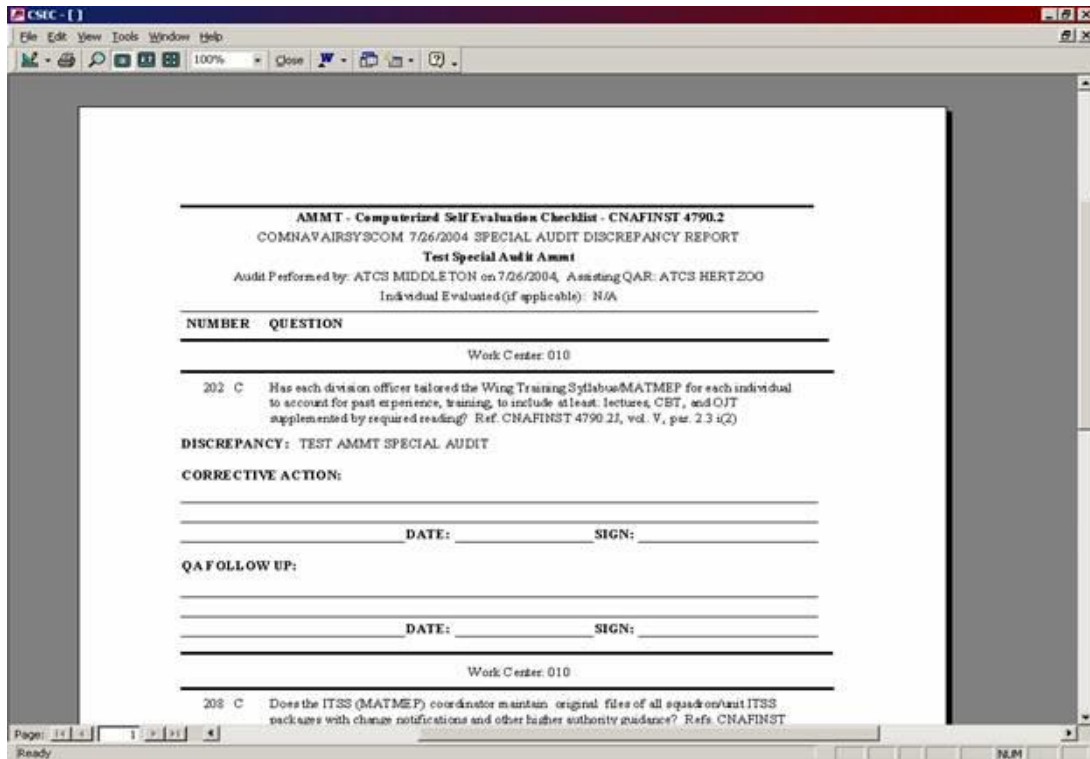
Summary	Number of Work Centers
On Track	2
Off Track	0
Needs More Attention	1
Not Evaluated	2
Total	5

Example Work Center Summary Report.

Special Audits (AMMT/WING/MALS)



Special Audit Selection Popup.



Special Audit Detail Report.

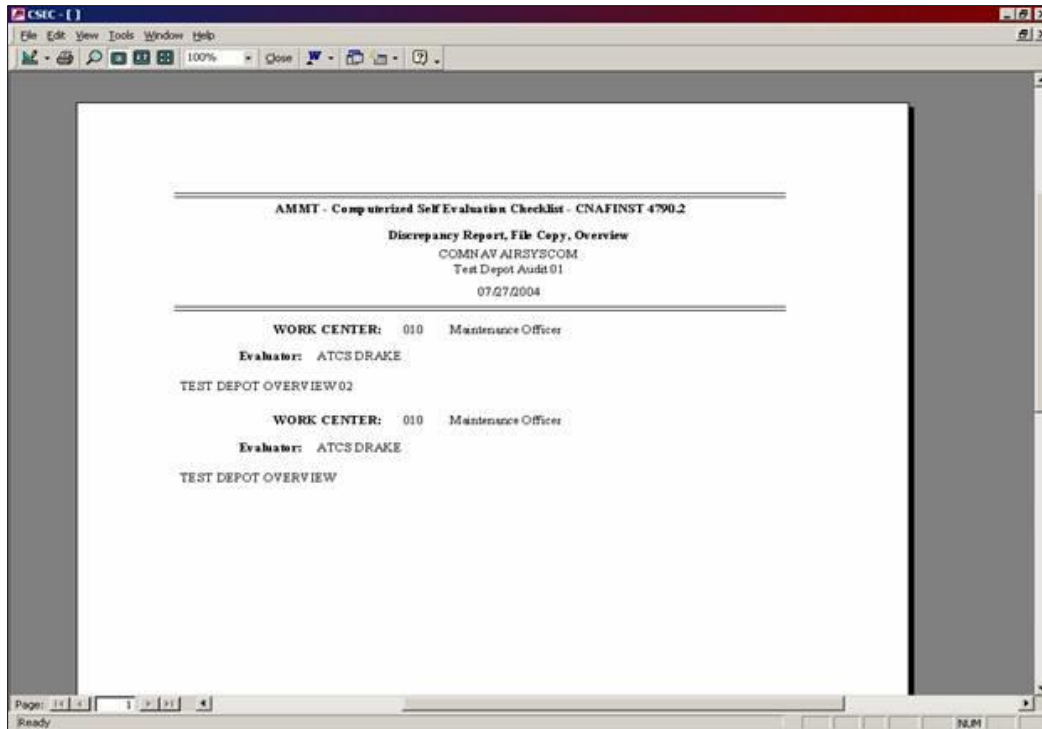
Depot File Copy (AMMT/WING/MALS)

The screenshot shows a blue popup window titled "DEPOT FILE COPY". It contains two date fields: "Start Date:" with the value "01/01/2000" and "End Date:" with the value "12/31/2010". Below these is an "Activity Title:" label and a dropdown menu. A tooltip points to the dropdown menu with the text "Select an Activity from the dro". At the bottom center is a "Cancel" button.

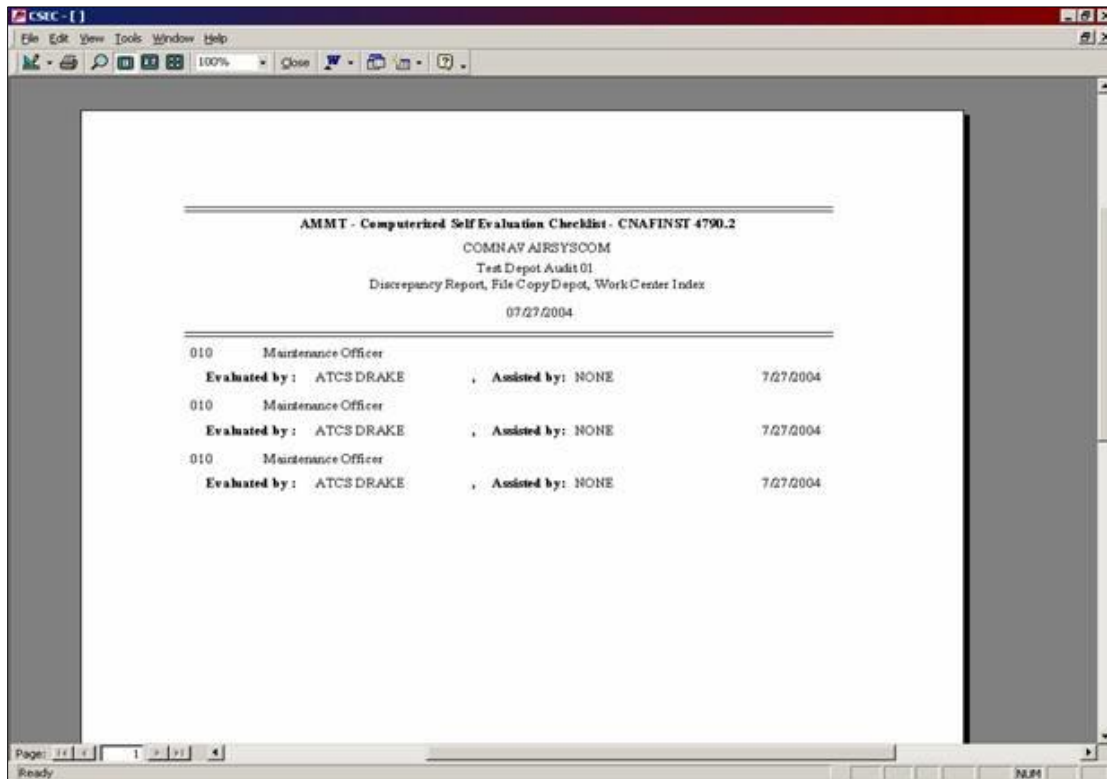
Activity Title Selection Popup.

The screenshot shows a blue popup window with a dark blue header containing the text: "Select a individual section of the report to preview/print or select the Print All button". Below the header is a central area with four buttons: "Overview[s]", "Work Center Index", "Detail", and "Summary". Below these buttons is a "Print All" button. At the bottom center is a "Cancel" button.

Print Option Selection Popup.



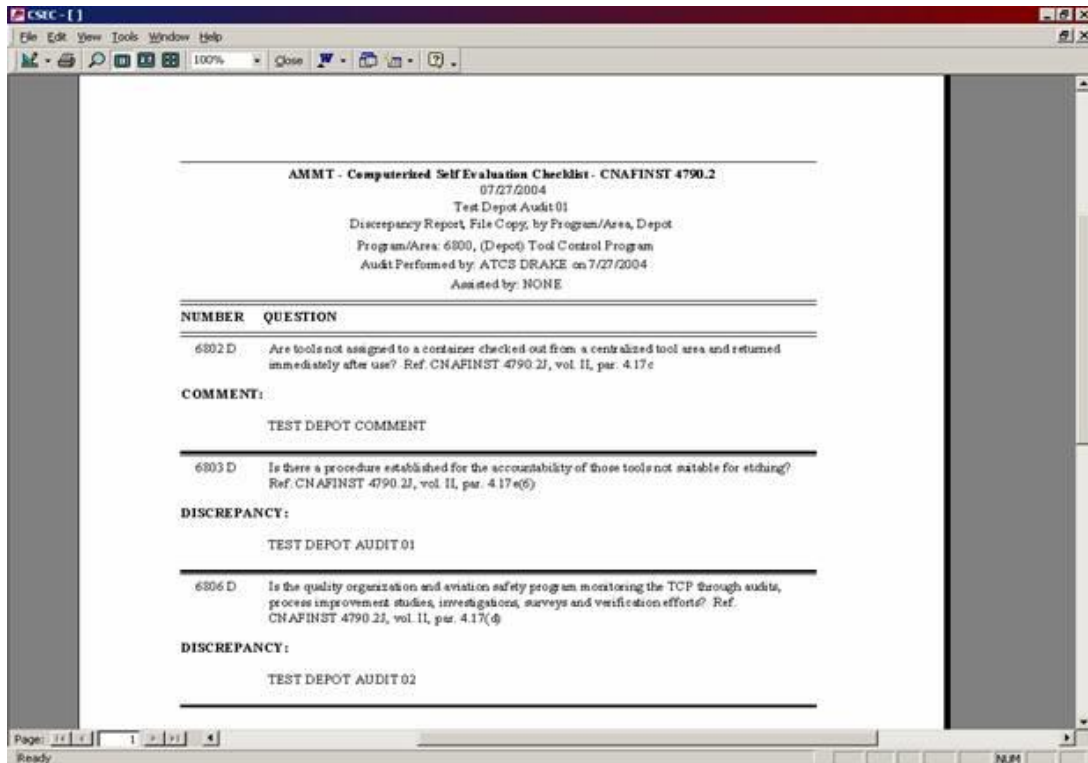
Example Overview Report.



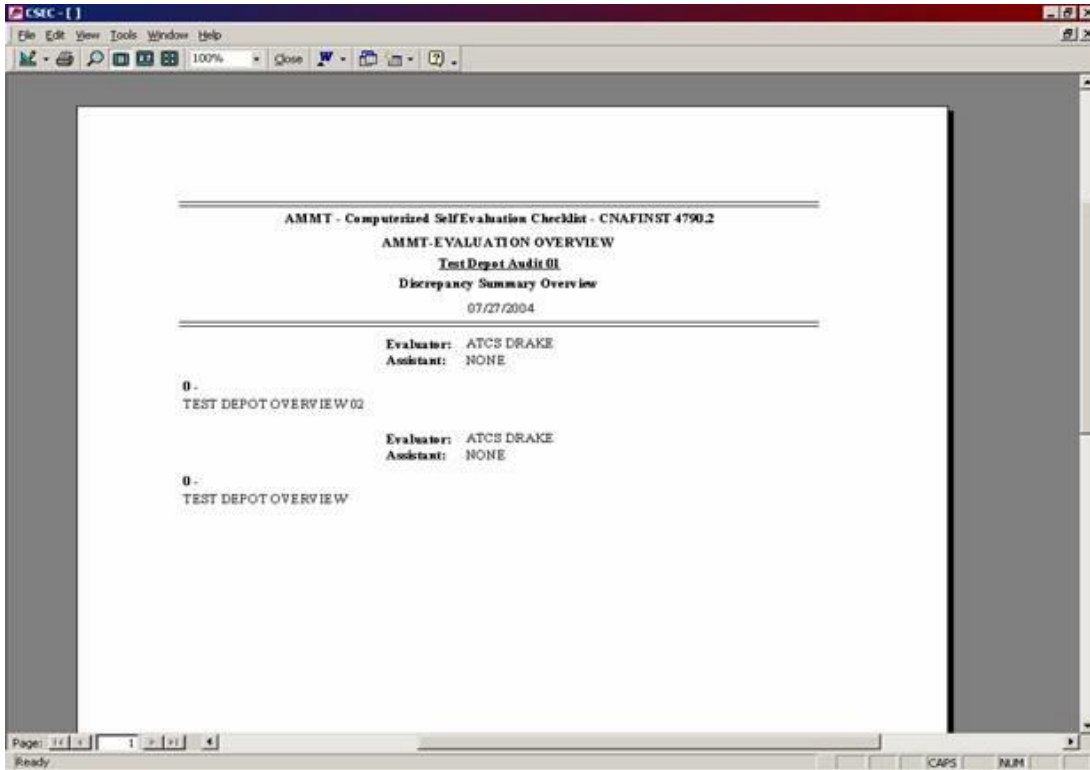
Example Work Center Index Report.



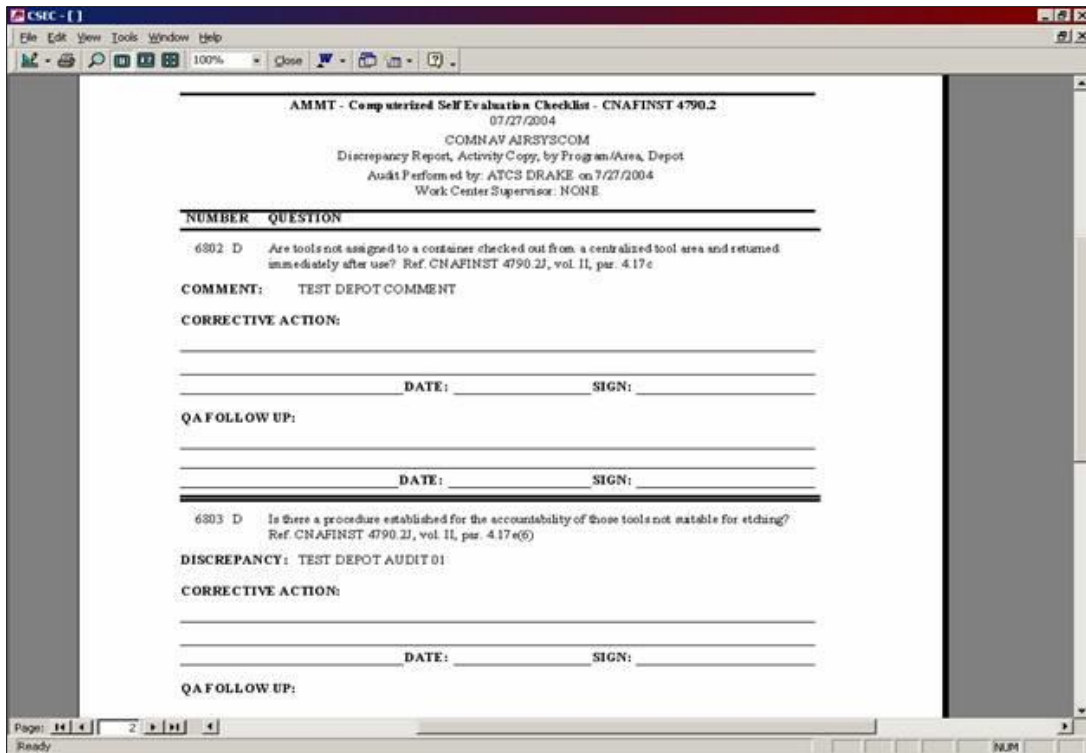
Report Sort Option(s) Popup.



Example File Copy Depot Detail Report.



Example File Copy Overview Report.



Example Activity Copy Depot Summary Statistic Report.

"Depot Area by Activity"

Start Date: End Date:

Depot Audit Title:

Cancel

Depot Audit Title Selection Popup.

AMMT - Computerized Self Evaluation Checklist - CNAFINST 4790.2
07/27/2004
COMNAV AIRSYS COM
Discrepancy Report, Activity Copy, by Program/Area, Depot
Audit Performed by: ATCS DRAKE on 7/27/2004
Work Center Supervisor: NONE

NUMBER	QUESTION
6802 D	Are tools not assigned to a container checked out from a centralized tool area and returned immediately after use? Ref. CNAFINST 4790.2J, vol. II, par. 4.17c
COMMENT: TEST DEPOT COMMENT	
CORRECTIVE ACTION:	
DATE: SIGN:	
QA FOLLOW UP:	
DATE: SIGN:	
6803 D	Is there a procedure established for the accountability of those tools not suitable for etching? Ref. CNAFINST 4790.2J, vol. II, par. 4.17c(5)
DISCREPANCY: TEST DEPOT AUDIT 01	
CORRECTIVE ACTION:	
DATE: SIGN:	
QA FOLLOW UP:	

Example Activity Copy Depot Detail Report.

1. From the REPORTS screen, select DEPOT FILE COPY.
2. If necessary, change the Start and/or End Date, using MM/DD/YYYY format. If there are several reports on the same Activity, then selecting the same beginning and ending date of the report will generate a report only on that specific audit. Specifying a wider date range will include all data on that Activity within that date range.

3. Select the Activity that requires a report from the ACTIVITY drop down pick list. Reports at this level are separated into three main sections: Overview(s), Work Center Index, and Detail. Individual sections or a combination of all sections can be previewed/printed. You may also select the Print All button to print all the above. The Summary button is intentionally turned off and will be used for other applications.
4. Select Close option at the top center of the screen to return to the previous screen.
5. Select PREVIOUS SCREEN to return to the Depot File Copy Screen.
6. Select PREVIOUS SCREEN to return to the reports screen.

Standard Options are available.

Contractor File Copy (AMMT/WING/MALS)



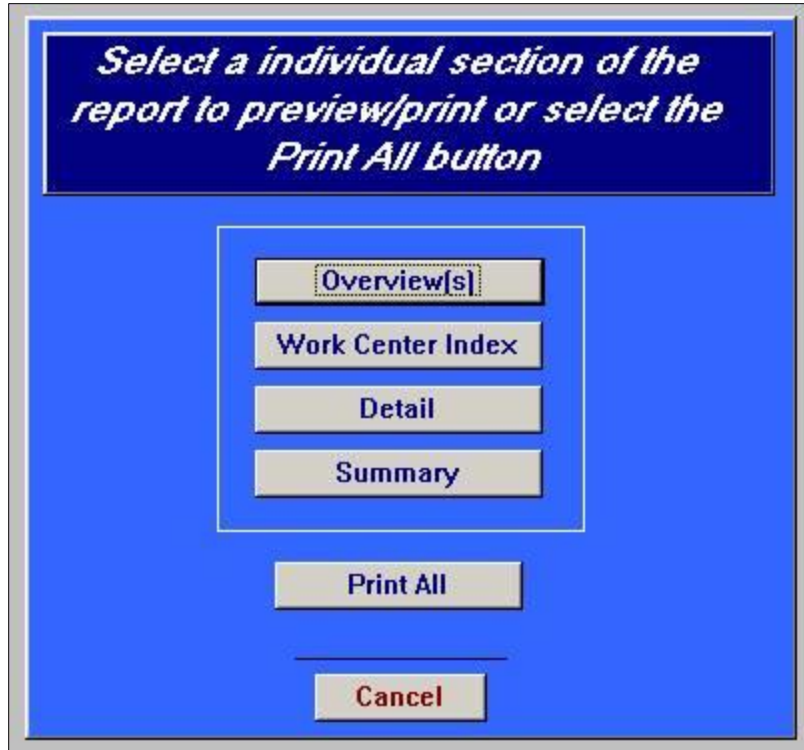
CONTRACTOR FILE COPY

Start Date: End Date:

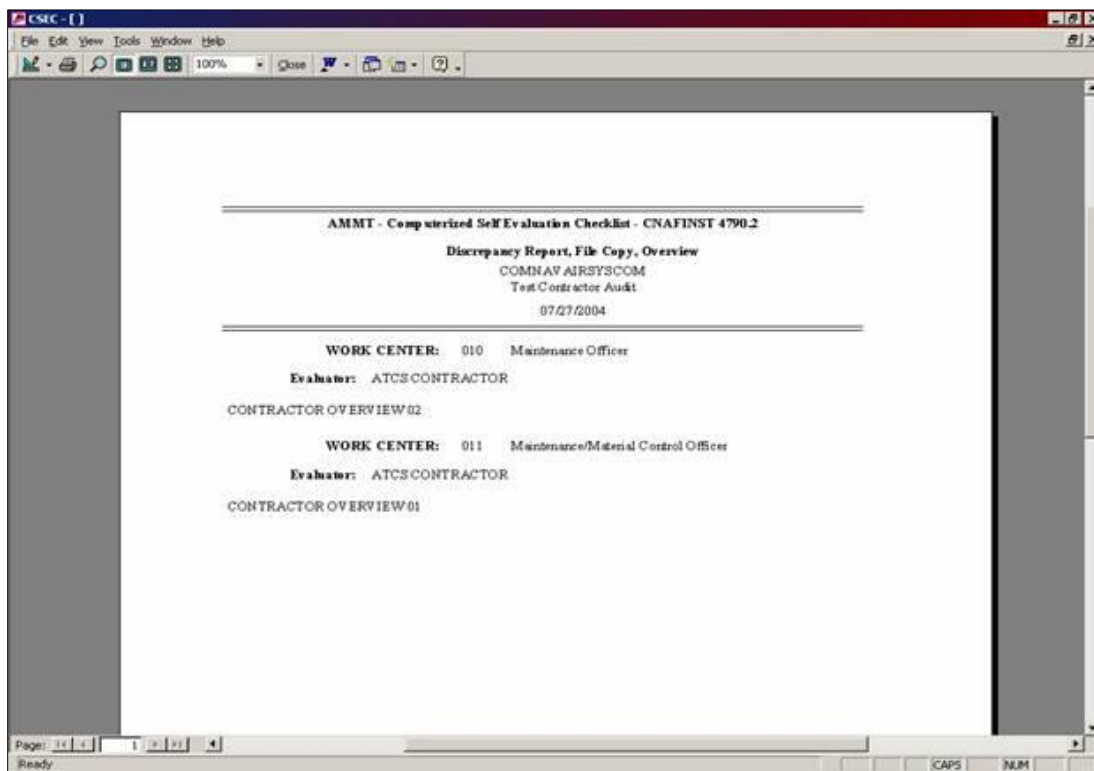
Activity Title:

Cancel

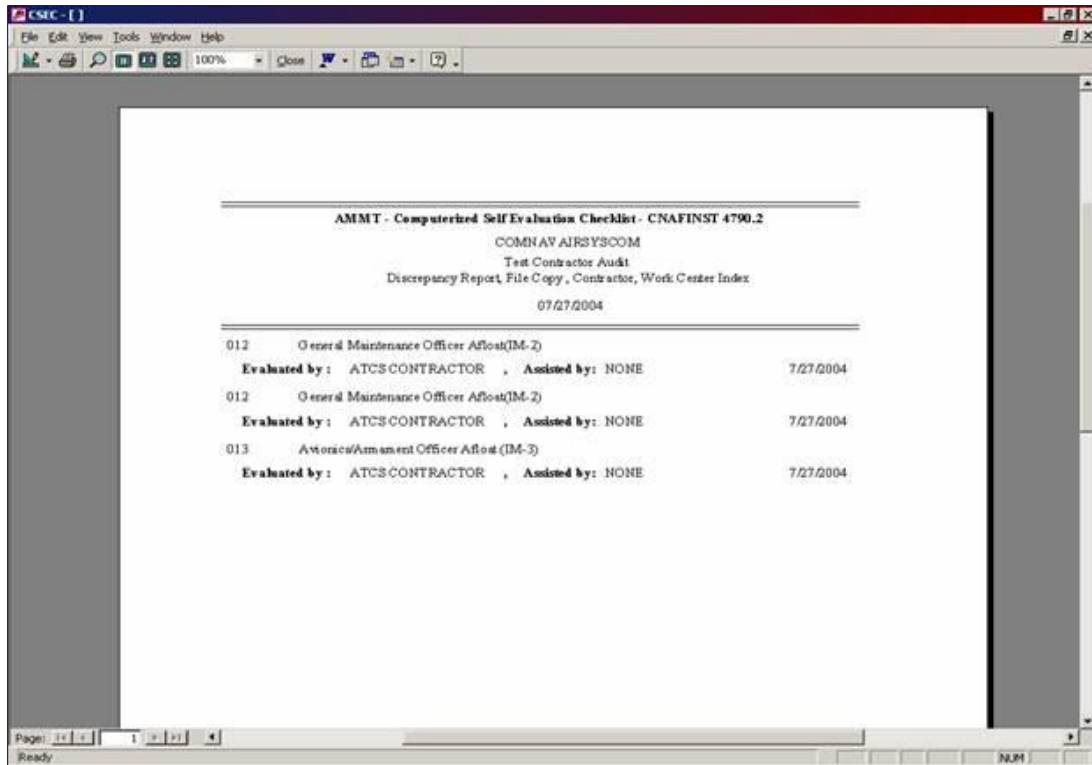
Activity Title Selection Popup



Report Selection Popup



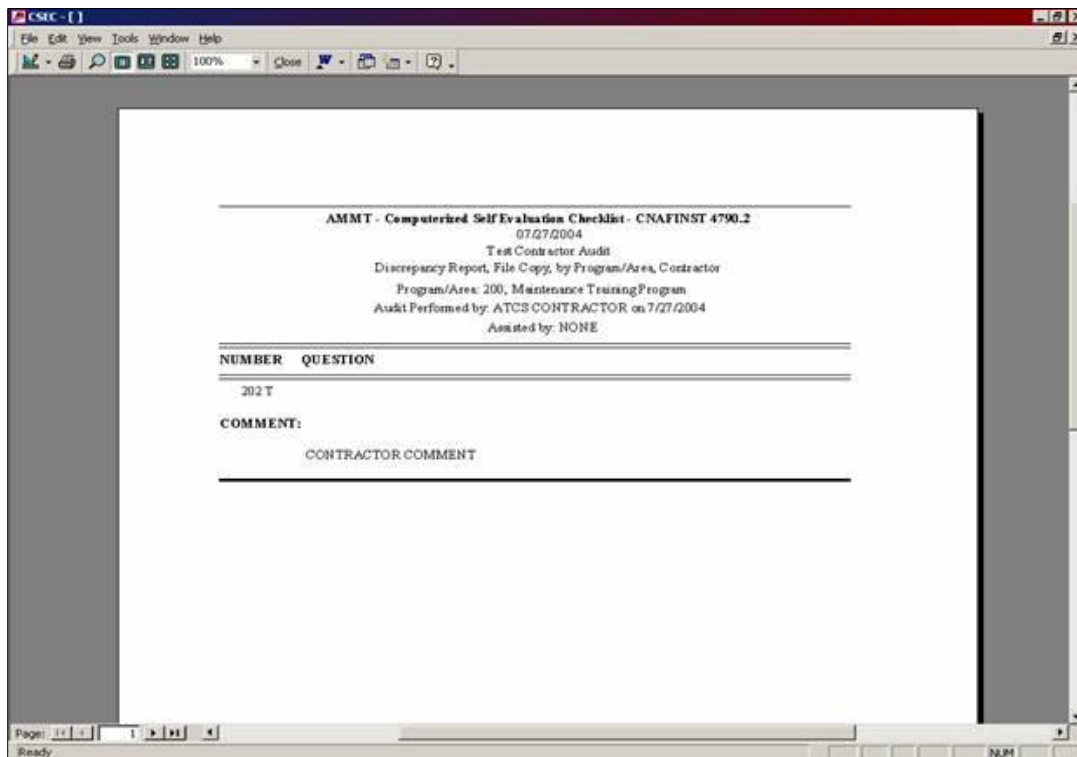
Example File Copy Contractor Overview Report



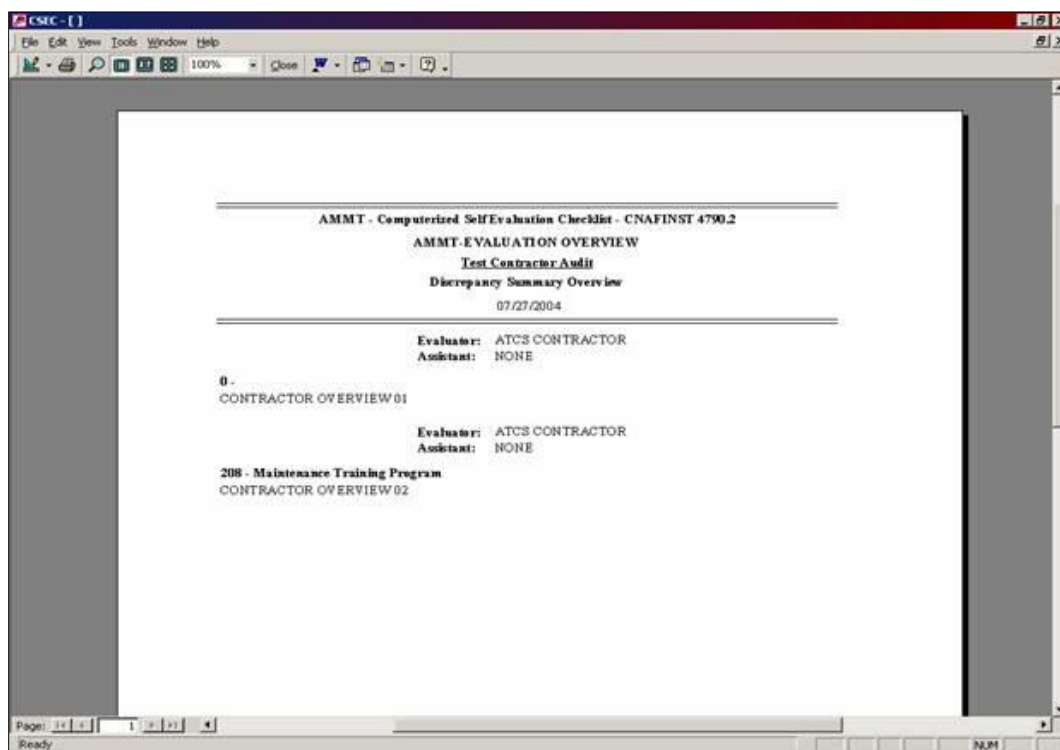
Example File Copy Contractor Work Center Index Report



Sort Format Option Popup



Example File Copy Contractor Detail Report.



Example File Copy Contractor Summary Overview Report.

AMMT - Computerized SelfEvaluation Checklist - CNAFINST 4790.2
AMMT-EVALUATION SUMMARY
Test Contractor Audit
07/27/2004

Critical (CR) discrepancies: 1
Major (MJ) discrepancies: 0
Repeat (RE) discrepancies: 0
Minor (MI) discrepancies: 2
Comments (CO) Recommendations: 0

Program	Discrepancies				
	CR	MJ	RE	MI	CO
200 - Maintenance Training Program	0	0	0	2	0
300 - Fuel Surveillance Program	1	0	0	0	0
800 - Quality Assurance Audit Program	0	0	0	0	0

Example File Copy Contractor Summary Statistics Report.

1. From the REPORTS screen, select CONTRACTOR FILE COPY.
2. If necessary, change the Start and/or End Date, using MM/DD/YYYY format. If there are several reports on the same Activity, then selecting the same beginning and ending date of the report will generate a report only on that specific audit. Specifying a wider date range will include all data on that Activity within that date range.
3. Select the Activity that requires a report from the ACTIVITY drop down list. Reports at this level are separated into three main sections: Overview(s), Work Center Index, and Detail. Individual sections or a combination of all sections can be previewed/printed. You may also select the Print All button to print all the above. The Summary button is intentionally turned off and will be used for other applications.
4. Select Close option at the top center of the screen to return to the previous screen.
5. Select PREVIOUS SCREEN to return to the Depot File Copy Screen.
6. Select PREVIOUS SCREEN to return to the reports screen.

Standard Options are available.

Report Overview (Activity)

There are six separate types of activity reports that can be generated:

1. Work Center Audit
2. Program/Area Audit
3. Special Audit

4. Total Discrepancies
5. Total Discrepancies by Work Center
6. Total Discrepancies by Program/Area

Select REPORTS from the MAIN MENU

Work Center Audit (Activity)

1. From the REPORTS screen, select WORK CENTER AUDIT.
2. Select the work center with the evaluation date of the desired report from the WORK CENTER drop down pick list. The CSEC will now generate a report of all discrepancies discovered during the evaluation of that work center.
3. Select NEXT to view the next discrepancy.
4. Select PREVIOUS to view the previous discrepancy.
5. Select PREVIEW to preview the report.
6. Select Close icon to return to the previous screen.
7. Select PRINT to print the report.
8. Select PREVIOUS SCREEN to return to the previous screen.

Program/Area Audit (Activity)

1. From the REPORTS screen, select PROGRAM/AREA AUDIT.
2. Select the Program for the desired report from the PROGRAM/AREA drop down list.
3. Select the correct date for the desired report from the DATE drop down list. The CSEC will now generate a report of all discrepancies in the selected program, for the evaluation date.
4. Select NEXT to view the next discrepancy.
5. Select PREVIOUS to view the previous discrepancy.
6. Select PREVIEW to preview the report.
7. Select Close icon to return to the previous screen.
8. Select PRINT to print the report.
9. Select PREVIOUS SCREEN to return to the previous screen.

Special Audit

1. From the REPORTS screen, select SPECIAL AUDIT.
2. Select the desired report from the SPECIAL AUDIT drop down list.
3. Select NEXT to view the next discrepancy.
4. Select PREVIOUS to view the previous discrepancy.
5. Select PREVIEW to preview the report.
6. Select Close icon to return to the previous screen.
7. Select PRINT to print the report.
8. Select PREVIOUS SCREEN to return to the previous screen.

Total Discrepancies (Activity)

1. From the REPORTS screen, select TOTAL DISCREPANCIES.
2. Select ALL WORK CENTERS or INDIVIDUAL WORK CENTER.
 - From the ALL WORK CENTERS screen, select ALL PROGRAMS/AREAS or INDIVIDUAL PROGRAM/AREA.
 - Selecting ALL PROGRAMS/AREAS will generate a report of total discrepancies for all work centers and areas in the database. You have the option to select GROUP BY DATE and/or PRINT. Select PREVIOUS SCREEN to return to the previous screen.
 - Selecting INDIVIDUAL PROGRAM/AREA will generate a drop down pick list of programs/areas. After selecting a program/area, a report of total discrepancies for that area and all work centers will be generated. You have the option to select GROUP BY DATE and/or PRINT. Select PREVIOUS SCREEN to return to the previous screen.
3. Selecting INDIVIDUAL WORK CENTER will generate a pop up pick list of work centers. After selecting a work center, select ALL PROGRAMS/AREAS or INDIVIDUAL PROGRAM/AREA.
 - Selecting ALL PROGRAMS/AREAS will generate a report of total discrepancies for all areas and that work center. You have the option to select GROUP BY DATE and/or PRINT. Select PREVIOUS SCREEN to return to the previous screen.
 - Selecting INDIVIDUAL PROGRAM/AREA will generate a drop down pick list of programs/areas. After selecting a program/area, a report of total discrepancies for that area and that work center will be generated. You have the option to select GROUP BY DATE and/or PRINT. Select PREVIOUS SCREEN to return to the previous screen.

Total Discrepancies by Work Center

1. From the REPORTS screen, select TOTAL DISCREPANCIES BY WORK CENTER.
2. The CSEC will now generate a report of total discrepancies for each work center, during the previous four calendar year quarters.
3. Select PREVIEW to preview the report.
4. Select Close icon to return to the previous screen.
5. Select PRINT to print the report.
6. Select PREVIOUS SCREEN to return to the previous screen.

Total Discrepancies by Program/Area (Activity)

1. From the REPORTS screen, select TOTAL DISCREPANCIES BY PROGRAM/AREA.

2. Select the Program/Area from the PROGRAM/AREA drop down list. The CSEC will now generate a report of total discrepancies in the selected Program/Area for each work center, during the previous four calendar year quarters.
3. Select PREVIEW to preview the report.
4. Select Close icon to return to the previous screen.
5. Select PRINT to print the report.
6. Select PREVIOUS SCREEN to return to the previous screen.

Initial Settings (AMMT/WING/MALS)

1. Select TOOLS from the MAIN MENU.
2. Select INITIAL SETTINGS from the TOOLS screen. This will display a sub-menu with three selections: AUDIT TYPE(S), ADD/EDIT AREA(S) and SELECT CSEC AREA(S).

Related Topics:

- Audit Type(s)
- Add/Edit Area(s)
- Select CSEC Area(s)

Backups and Restores (AMMT/WING/MALS)

The BACKUPS AND RESTORES option provides a means for backing up the database and restoring the database into the CSEC program. Due to the new software and ever growing core data file, it is highly recommended that you backup your data base on your 'C' drive, most backups will not fit on a floppy drive. You can then burn it onto a CD-RW or just keep it on your hard drive. You will need to know the complete path where you wish to save the database. (i.e. C:/Documents and Settings/Your.Name/Backup.mdb) Make sure the actual file name is Backup.mdb. Frequent backup of the database will ensure no loss of data in the case of a catastrophic failure.

NOTE 1: A backup operation DOES NOT remove data from the CSEC program.

NOTE 2: Most backup data cannot be transferred from one CSEC version to another unless specified under Program Advisories.

Select BACKUPS AND RESTORES from the TOOLS screen.

- Restore Database
- Backup Database
- Create/Update SA Disk
- Archive Data
- Retrieve Archived Data

Create/Update SA Disk (AMMT/WING/MALS)

This function allows the user to download and/or update the Stand-Alone program from the CSEC program to a floppy disk. Updating the Stand-Alone copies, the Activity Name and Audit Type tables from CSEC to the SA disk. The update method is faster than manually inputting these values and ensures continuity between software applications.

1. Select CREATE/UPDATE SA DISK from the BACKUP/RESTORE DATABASE screen.
2. Select either CREATE NEW SA DISK or UPDATE EXISTING SA DISK.
3. Follow on-screen prompts.

Remove Old Data (AMMT/WING/MALS)

From the TOOLS menu, select REMOVE OLD DATA. All audit data greater than 365 days old will be automatically deleted.

NOTE: Once deleted, this data cannot be recovered.

Initial Settings (Activity)

1. Select TOOLS from the MAIN MENU.
2. Select INITIAL SETTINGS from the TOOLS screen. This will display a sub-menu with three selections: ADD/EDIT AREA(S), SELECT CSEC AREA(S) and WORK CENTER SORT UPDATE.

Related Topics:

- Add/Edit Area(s)
- Select CSEC Area(s)
- Work Center Sort Update

Upload Detachment Data (Activity)

This function is provided to merge databases, which have been split due to operating conditions. For example, some aircraft squadrons send aircraft and personnel (a detachment) to locations away from home base for extended operating periods, while the main body of the squadron remains at home base.

In order for standardized evaluations to occur in the detachment, a separate computer and CSEC program must be utilized. At the conclusion of the detachment, or, on a regular basis, the data collected by the detachment's CSEC program can be downloaded to a floppy disk, and then uploaded (merged) into the main activity's database through use of this function.

1. Select UPLOAD DETACHMENT DATA from the TOOLS menu.
2. Insert the floppy disk containing the Detachment Data into the floppy drive.

3. Select PREVIOUS SCREEN when complete.

Download Detachment Data (Activity)

This function is provided to merge databases, which have been split due to operating conditions. For example, some aircraft squadrons send aircraft and personnel (a detachment) to locations away from home base for extended operating periods, while the main body of the squadron remains at home base.

In order for standardized evaluations to occur in the detachment, a separate computer and CSEC program must be utilized. At the conclusion of the detachment, or, on a regular basis, the data collected by the detachment's CSEC program can be downloaded to a floppy disk, and then uploaded (merged) into the main activity's database through use of this function.

1. Select DOWNLOAD DETACHMENT DATA from the TOOLS menu.
2. Insert the floppy disk containing the Detachment Data into the floppy drive.
3. Select PREVIOUS SCREEN when complete.

Backups and Restores (Activity)

The BACKUPS AND RESTORES option provides a means for storing the database on floppy disks and restoring the database into the CSEC program from the disk. Frequent backup of the database will ensure no loss of data in the case of a catastrophic failure.

Select BACKUPS AND RESTORES from the TOOLS screen.

- Backup Database
- Restore Database

Remove Old Data (Activity)

From the TOOLS menu, select REMOVE OLD DATA. All audit data greater than 365 days old will be automatically deleted.

NOTE: Once deleted, this data cannot be recovered.

Exiting the Program

From the MAIN MENU screen, select EXIT.

The program will close.

Utilizing this method of exiting the program will ensure complete data file housekeeping and program shutdown.