

## PADS OMEGA Processing

### POMEGA

PADS data entry is facilitated using DOE's OMEGA software product. The process flow in OMEGA is as follows:

PADS data is keyed into formatted data entry screens. These screens are referred to as **FORMATS**.



Once the PADS data has been entered in the screen/format, the data is edited field by field.

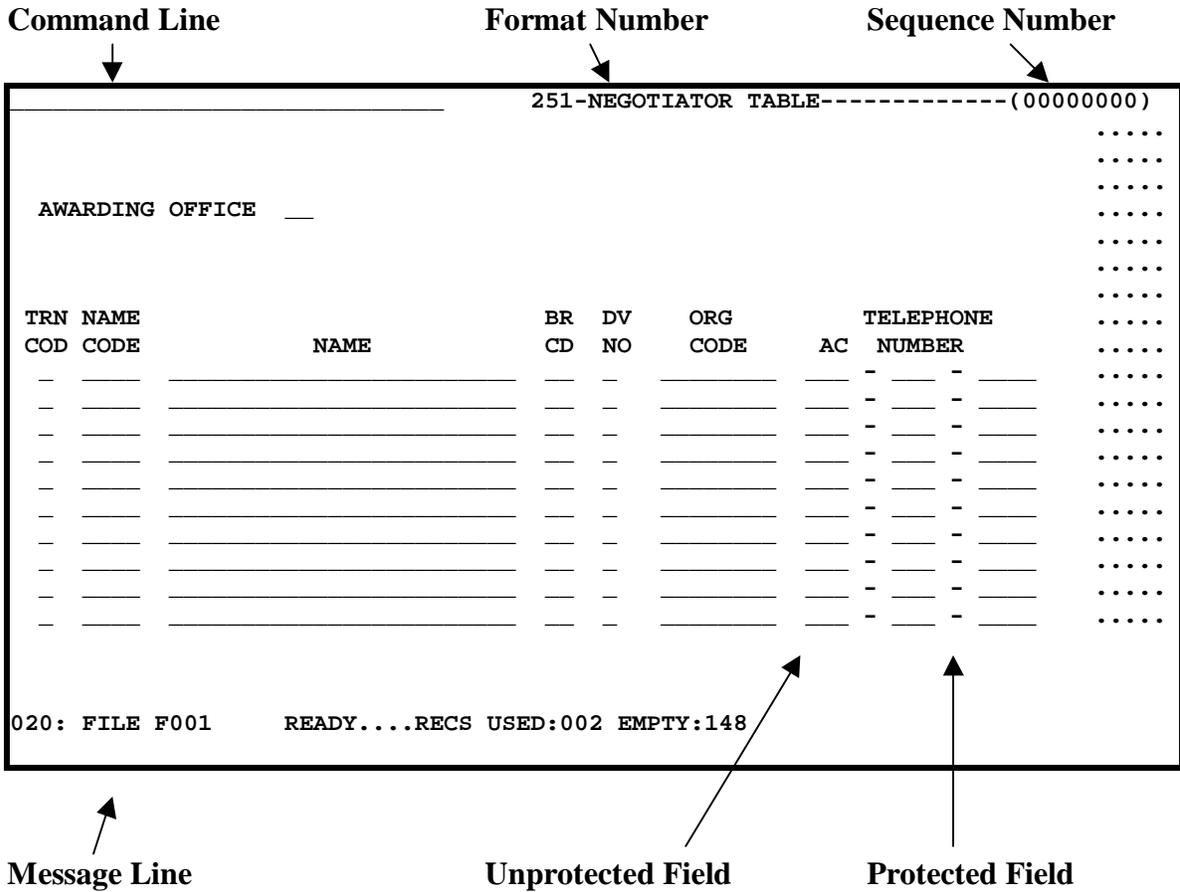
If all the data is correct, the screen contents are written to a User specified workfile.

*These first two processes are repeated until all the PADS data has been entered.*



The workfile that the data has been entered into is then saved and processed out of OMEGA for updating into PADS.

## OMEGA Summary



<b>Command Line</b>	Line on which you enter OMEGA commands.
<b>Message Line</b>	Bottom of the screen where system and error messages are displayed.
<b>Protected Field</b>	Field displayed on screen; name of the field you are entering data in. Cannot be changed.
<b>Unprotected Field</b>	Data entry field; field you are entering data in. It's value changes with each transaction.
<b>Error Indicator</b>	Right-most column of the screen where an asterick (*) appears when there is an error.
<b>Format Number</b>	Screen/format number you are currently using.
<b>Sequence Number</b>	Record number you are currently using.

## General OMEGA Commands

<b>Command</b>	<b>Description</b>
PURGE	<p>Removes the specified file from your data library (does not affect your workspace). The space in your data library previously used by this file cannot be reused until the data library is condensed.</p> <ul style="list-style-type: none"><li>• Refer to page 3-12 for more on the PURGE command</li></ul>
LIB	<p>Lists the names of the files in your data library. Shows if the file has been processed and displays the system code, number of transactions, owner, and current user for each file.</p> <ul style="list-style-type: none"><li>• Refer to pages 3-10 thru 3-11 for more on the LIB command</li></ul>
CONDENSE	<p>Reorganizes your data library to reclaim lost space.</p> <ul style="list-style-type: none"><li>• Refer to pages 3-13 thru 3-16 for more on the CONDENSE command</li></ul>
MENU	<p>Displays the format numbers and names for the system you are currently using.</p> <ul style="list-style-type: none"><li>• Refer to pages 3-8 thru 3-9 for more on the MENU command</li></ul>

## OMEGA Commands To Create And Work With A New Transaction File

### Command Description

**CREATE** Established a new, 'empty', file in your workspace. It is entered with a filename. The filename has the following characteristics:

- May not already exist in your data library
- 1 to 8 alphanumeric characters in length
- 1<sup>st</sup> character must be alphabetic
- May not contain blanks

Example: 'create F001'

**FORMAT** Entered with a format number. Displays the specified format screen correlated to PADS OMEGA data entry screens.

- Format 251 – Negotiator Table
- Format 500 - DOE Form PR-799D (Full Processing)
- Format 510 - DOE Form PR-799E (Minimum Processing)
- Format 530 - DOE Form PR-799G (Full Processing)
- Format 540 – DOE Form PR-799H (Full Processing)
- Format 593 – DOE F4200.33 (Full Processing)
- Format 596 – DOE Form PR-799X
- Format 601 – IPAR Procurement Part 1
- Format 602 – IPAR Procurement Part 2
- Format 603 – IPAR Procurement Part 3
- Format 604 – IPAR Supplement
- Format 605 – DMC Screen
- Format 610 – IPAR Assistance Part 1
- Format 611 – IPAR Assistance Part 2
- Format 612 – IPAR Assistance Part 3

**ADD** Entered with new/changed data on format screen to establish a new record entry in the file.

**SAVE** Saves the file of entered transactions in your workspace into your data library. If the file already exists, it is replaced.

**PROCESS** Creates a new external file from your data entry transaction file for use in the update process. Displays a special format screen that allows you to:

- Enter file number for the user file you are creating
- Enter the names of up to 20 files in your data library that you wish to process

## OMEGA Commands To Create And Work With A New Transaction File

- END            Entered to terminate your OMEGA session. Required to correctly exit from OMEGA.
- CLEAR        *To be used only when you do not want your transaction file saved.*  
Erase the temporary copy of the file in your workspace and clears the screen.

## OMEGA Commands To Update An Existing Transaction File

GET	Places an existing file from your data library into your workspace so modifications can be made. The syntax is 'GET filename'.
	Example: GET F002
FIRST	Displays the first transaction in your workspace on your screen.
LAST	Displays the last transaction in your workspace on your screen.
NEXT	Changes your current position in your workspace file by going forward and displaying the resulting transaction on your screen.
BACK	Changes your position in your workspace file by going backward and displaying the resulting transaction on your screen.
UPDATE	Replaces the current transaction in your workspace with the data displayed on the screen.
DELETE	Deletes the data record displayed on the screen.
SAVE	Saves the file of entered transactions in your workspace into your data library. If the file already exists in your library, it is replaced.  To save the file under a new name which will keep the original file unchanged and the new file will contain all the updated records, enter a new file name after save on the Command Line.  Example: 'save F002'
PROCESS	Creates a new, external file from your data entry transaction file for use in the update job stream. Displays a special format screen that allows you to: <ul style="list-style-type: none"><li>• Enter a file number for your process file</li><li>• Enter the names of up to 20 files in your data library that you want to process.</li></ul>
END	Entered to terminate your OMEGA session. Required to correctly exit form OMEGA.

## OMEGA Commands For Error File Processing

CREATE	Create a workspace file into which the ERROR file will be loaded.
	Example: Create FILE9
LOAD	Loads the OMEGA Error file. The file number is the same as the process file.
	Example: LOAD F002
FIRST	Displays the first transaction in your workspace on the screen.
LAST	Displays the last transaction in your workspace on the screen.
NEXT	Changes your current position in your workspace file by going forward and displaying the resulting transaction on your screen.
BACK	Changes your position in your workspace file by going backward and displaying the resulting transaction on your screen.
UPDATE	Replaces the current transaction in your workspace with the data displayed on the screen.
DELETE	Deletes the data record displayed on the screen.
SAVE	Saves the file of entered transactions in your workspace into your data library. If the file already exists in your library, it is replaced.  To save the file under a new name which will keep the original file unchanged and the new file will contain all the updated records, enter a new file name after save on the Command Line.  Example: 'save F002'
PROCESS	Creates a new, external file from your data entry transaction file for use in the update job stream. Displays a special format screen that allows you to: <ul style="list-style-type: none"><li>• Enter a file number for your process file</li><li>• Enter the names of up to 20 files in your data library that you want to process.</li></ul>
END	Entered to terminate your OMEGA session. Required to correctly exit from OMEGA.

## “MENU” Command Usage



```
menu _____
```

To use the ‘menu’ command, from the OMEGA screen, type the following:

‘menu’ [ENTER]

## “MENU” Command Usage

```
*** MENU OF FORMATS FOR SYSTEM 0420 - PADS UPDATE SYSTEM ***  
251 NEGOTIATOR TABLE  
500 DOE FORM PR-799D  
510 DOE FORM PR-799E  
530 DOE FORM PR-799G  
540 DOE FORM PR-799H  
593 DOE F4200.33  
596 DOE FORM PR-799X  
601 IPAR PROCUREMENT PART 1  
602 IPAR PROCUREMENT PART 2  
603 IPAR PROCUREMENT PART 3  
604 IPAR SUPPLEMENT  
605 DMC SCREEN  
606 IPAR SUPPLEMENT 2  
610 IPAR ASSISTANCE PART 1  
611 IPAR ASSISTANCE PART 2  
612 IPAR ASSISTANCE PART 3
```

A menu of the formats for the system you are currently using will appear on the screen.

## “LIB” Command Usage

```
lib _____ - - - - -
```

To use the ‘lib’ command, type the following on the command line:

```
‘lib’ [ENTER]
```

## “LIB” Command Usage

FILE	SYS	#TRN	OWNER	USER	FILE	SYS	#TRN	OWNER	USER
*F001	0420	1	U8801CA						
F002	0420	5	U8801CA						
F003	0420	9	U8801CA						
F004	0420	2	U8801CA						
F005	0420	5	U8801CA						

242: DATA LIBRARY IS 20% FULL WITH 4 EMPTY TRACKS

A listing of all files in your data library will be listed. A '\*' to the left of the filename indicates that the file has been processed.

## “PURGE” Command Usage

```
Purge file1_____
FILE      SYS  #TRN  OWNER  USER      FILE      SYS  #TRN  OWNER  USER
*F001     0420   1  U8801CA
F002     0420   5  U8801CA
F003     0420   9  U8801CA
F004     0420   2  U8801CA
F005     0420   5  U8801CA
```

To purge (delete) a file from your data library, type the following on the command line:

‘purge filename’ [ENTER]

NOTE: filename is the name of the file that you wish to delete. The file purged will appear until the condense command has been issued.

## “CONDENSE” Command Usage

```
Condense_-----
FILE      SYS  #TRN  OWNER   USER      FILE      SYS  #TRN  OWNER   USER
*F001     0420   1 U8801CA
F002     0420   5 U8801CA
F003     0420   9 U8801CA
F004     0420   2 U8801CA
F005     0420   5 U8801CA

242: DATA LIBRARY IS 20% FULL WITH 4 EMPTY TRACKS
```

To condense your data library (free up unused, but previously allocated space), type the following on the command line:

**'condense' [ENTER]**

## “CONDENSE” Command Usage

```
240: CONDENSE IN PROGRESS  
241: ALL FILES COPIED  
242: DATA LIBRARY IS 20% FULL WITH 4 EMPTY TRACKS  
243: CONDENSE HAS SUCCESSFULLY COMPLETED
```

The screen will clear and several system messages, as indicated above, will be displayed.

## “CONDENSE” Command Usage

```
condense_-----  
FILE      SYS  #TRN  OWNER   USER      FILE      SYS  #TRN  OWNER   USER  
*F001     0420   1 U8801CA  
F002     0420   5 U8801CA  
F003     0420   9 U8801CA  
F004     0420   2 U8801CA  
F005     0420   5 U8801CA  
  
242: DATA LIBRARY IS 20% FULL WITH 4 EMPTY TRACKS
```

## “CONDENSE” Command Usage

```
lib _____ -----  
240: CONDENSE IN PROGRESS  
241: ALL FILES COPIED  
242: DATA LIBRARY IS 20% FULL WITH 4 EMPTY TRACKS  
243: CONDENSE HAS SUCCESSFULLY COMPLETED
```

Issuing the ‘lib’ command again will show you that the file has disappeared from your data library.

## OMEGA Training Exercise # 1

**Part 1:** There are three new Negotiator Codes and Names for your reporting office that need to be added to PADS. They are,

A999	Joe Trainer	tel#(999-9999)
A998	Robert Trainer	tel#(998-9998)
A997	Fred Trainer	tel#(997-9997)

**Note:** The Negotiator data entry screen allows for 1 to 10 codes/names. For this exercise, enter one name per screen.

**Part 2:** One of the three Negotiators added in Part 1 needs to be deleted from the system. The Negotiator to be deleted is,

A998 Robert Trainer

Another Negotiator, Fred Trainer, added in Part 1 needs to be changed to the following,

From A997 Fred Trainer  
To A997 Jane Smith

**Note:** Use the file created in Part 1 but save it as a different file name.

### OMEGA Training Exercise # 1 Tips

- Negotiator Table screen data **must not be** combined with PR or Award data entry screens. A separate workspace and process file must be created.
  
- Part 1 processing command flow will be:
  1. Create (Part 1 filename)
  2. Format 251
  3. Add
  4. ....enter the data in the format fields
  5. Save
  6. Process
  7. End
  
- The file created in Part 1 has transactions you will be referencing for Part 2. So to save time and keystrokes, make use of that file. Processing command flow for Part 2 will be:
  1. Get (Part 1 filename)
  2. First
  3. Delete
  4. Next
  5. Update
  6. Next
  7. Save (New filename)
  8. Process
  9. End

## OMEGA Training Exercise # 1

READY  
POMEGA

At the READY prompt, type:

'POMEGA' [ENTER]

## OMEGA Training Exercise # 1

```
CREATE F001 _____ -----  
  
USER U8801CA ON OMEGA 4.00 AT 18:21:10  
  
010: SYSTEM:0420  FILE:           RECS USED:000 EMPTY:150
```

For this exercise, the file created will be F001.

On the Command Line, type:

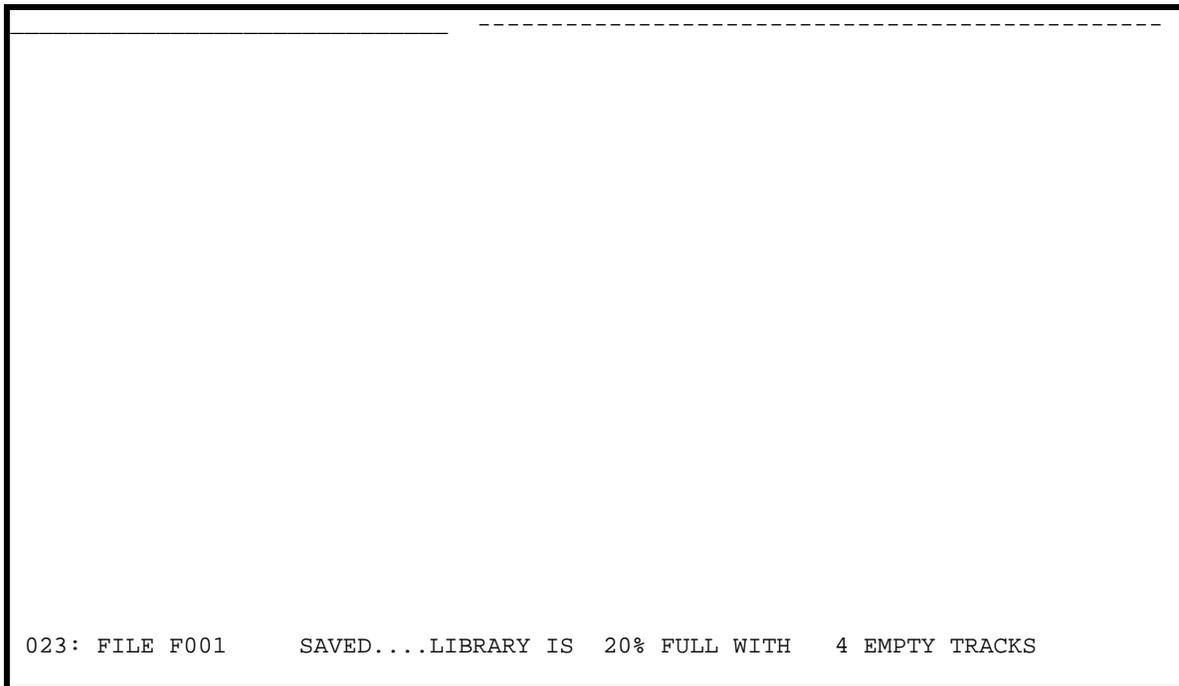
`'CREATE F001' [ENTER]`







## OMEGA Training Exercise # 1



The screen will then clear and the bottom message line will read:

023: FILE F001 SAVED ... LIBRARY IS 20% FULL WITH 4 EMPTY TRACKS



## OMEGA Training Exercise # 1

					00P-PROCESS INFORMATION----- (0000000)
OUTPUT DATA SET NUMBER	0001				.....
FILES FROM DATA LIBRARY TO BE PROCESSED:					.....
<b>F001</b>	_____	_____	_____	_____	.....
	_____	_____	_____	_____	.....
	_____	_____	_____	_____	.....
	_____	_____	_____	_____	.....

The Process Information screen will then be displayed.

Tab down to the Output Data Set Number field and enter a four digit number.

It is important to remember this number as it is the OMEGA PROCESS FILE number used in PADSUPDT to update the data base.

For this exercise 0001 will be the output number.

Under the 'Files From Data Library' entry lines, enter the name of the file you created, F001.

## OMEGA Training Exercise # 1

PROCESSING DATA SET 0001				
TIME	FILE	TRANS	IN	RECS OUT
14:56:11	F001	3		3
TOTAL		3		3

059: USER DATA SET NUMBER 0001 PROCESSED

The system responds by displaying the number of records in your workspace file F001 under 'Trans In', and the number of records written to your OMEGA.PROCESS.FILE001 under 'Recs Out'.

Note: For all OMEGA screens, 'Recs Out' file does not always match the 'Trans In' records counts. One screen record can produce multiple output records.

To exit OMEGA, on the Command Line type:

'END' [ENTER]





## OMEGA Training Exercise # 1

<b>DELETE 100</b>		251-NEGOTIATOR TABLE----- (00000100)					
AWARDING OFFICE 1_		.....					
		.....					
		.....					
		.....					
TRN	NAME	BR	DV	ORG	TELEPHONE		
COD	CODE	NAME	CD	NO	CODE	AC	NUMBER
A	A999	TRAINER, _JOE	*_	*	HR-53	555 -	555 - 9999
-	_____	_____	__	-	_____	__ -	__ - _____
-	_____	_____	__	-	_____	__ -	__ - _____
-	_____	_____	__	-	_____	__ -	__ - _____
-	_____	_____	__	-	_____	__ -	__ - _____
-	_____	_____	__	-	_____	__ -	__ - _____
-	_____	_____	__	-	_____	__ -	__ - _____
-	_____	_____	__	-	_____	__ -	__ - _____
-	_____	_____	__	-	_____	__ -	__ - _____
-	_____	_____	__	-	_____	__ -	__ - _____

The first record in F001 will then be displayed. The record number, 100, is indicated in the upper right corner of the screen.

In the exercise, Fred Trainer and Robert Trainer records are to be reprocessed.

Hence, since no action is to be taken on the Joe Trainer record, delete this transaction from the file by typing on the Command Line:

```
'Delete 100' [ENTER]
```

Note: When deleting a transaction from a file, enter the record number displayed in the upper right corner.





## OMEGA Training Exercise # 1

<b>NEXT</b>		251-NEGOTIATOR TABLE----- (00000300)						
AWARDING OFFICE 1_							.....	
TRN	NAME	BR	DV	ORG	TELEPHONE		.....	
COD	CODE	CD	NO	CODE	AC	NUMBER	.....	
D	A998	_____	__	__	__	- ____ - ____	.....	
-	_____	_____	__	__	__	- ____ - ____	.....	
-	_____	_____	__	__	__	- ____ - ____	.....	
-	_____	_____	__	__	__	- ____ - ____	.....	
-	_____	_____	__	__	__	- ____ - ____	.....	
-	_____	_____	__	__	__	- ____ - ____	.....	
-	_____	_____	__	__	__	- ____ - ____	.....	
-	_____	_____	__	__	__	- ____ - ____	.....	
-	_____	_____	__	__	__	- ____ - ____	.....	
-	_____	_____	__	__	__	- ____ - ____	.....	

In the exercise, the entry for Fred Trainer is to be changed from Fred Trainer to Jane Smith.

To do this, you must get the 'next' record in the file. On the Command Line, type:

'NEXT' [ENTER]

## OMEGA Training Exercise # 1

<b>UPDATE</b>		251-NEGOTIATOR TABLE----- (00000100)					
AWARDING OFFICE 1_		.....					
		.....					
		.....					
		.....					
TRN	NAME	BR	DV	ORG	TELEPHONE		
COD	CODE	CD	NO	CODE	AC	NUMBER	
C	A997	SMITH, JANE	*_	*	HR-01	301	- 997 - 9997
-	---	-----	-	-	---	-	---
-	---	-----	-	-	---	-	---
-	---	-----	-	-	---	-	---
-	---	-----	-	-	---	-	---
-	---	-----	-	-	---	-	---
-	---	-----	-	-	---	-	---
-	---	-----	-	-	---	-	---
-	---	-----	-	-	---	-	---
-	---	-----	-	-	---	-	---
-	---	-----	-	-	---	-	---

The next record is then displayed.

Update this record, as in the same previous process.

Type 'UPDATE' on the Command Line.

Tab to the 'TRN COD' field and key over the 'A' with a 'C'.

Tab over to the NAME field and key over TRAINER, FRED with SMITH, JANE.

Press [ENTER].



## OMEGA Training Exercise # 1

```

SAVE F002_____ 251-NEGOTIATOR TABLE----- (00000200)
.....
.....
AWARDING OFFICE 1_.....
.....
.....
TRN NAME          BR DV   ORG          TELEPHONE
COD CODE          NAME   CD NO   CODE        AC  NUMBER
.....
-  _____  -  -   _____  -  -  -  -
-  _____  -  -   _____  -  -  -  -
-  _____  -  -   _____  -  -  -  -
-  _____  -  -   _____  -  -  -  -
-  _____  -  -   _____  -  -  -  -
-  _____  -  -   _____  -  -  -  -
-  _____  -  -   _____  -  -  -  -
-  _____  -  -   _____  -  -  -  -
-  _____  -  -   _____  -  -  -  -
-  _____  -  -   _____  -  -  -  -
-  _____  -  -   _____  -  -  -  -
.....
046: NO MORE TRANSACTIONS

```

In the exercise, you must save your transactions to a new file.

To do this, on the Command Line type:

‘SAVE filename’ [ENTER]

For the exercise, the filename is F002.



## OMEGA Training Exercise # 1

```
                                00P-PROCESS INFORMATION----- (00000000)
OUTPUT DATA SET NUMBER      0002      .....
FILES FROM DATA LIBRARY TO BE PROCESSED: .....
  F002_____ .....
    _____ .....
    _____ .....
    _____ .....
    _____ .....
    _____ .....
    _____ .....
```

The Process Information screen will then be displayed.

Your workspace file just created is F002.

Your OMEGA.PROCESS file is 0002.

On the Output Data Set Number field, type 0002.

Tab to the first field under 'Files From Data Library' and type:

'F002' [ENTER]

## OMEGA Training Exercise # 1

PROCESSING DATA SET 0002					
TIME	FILE	TRANS	IN	RECS	OUT
15:24:38	F002	2		2	
TOTAL		2		2	

059: USER DATA SET NUMBER 0002 PROCESSED

The system responds by displaying the number of records in your workspace file F002 under 'Trans In', and the number of records written to your OMEGA.PROCESS.FILE0002 under 'Recs Out'.

Note: For all OMEGA screens, 'Recs Out' file does not always match the 'Trans In' records counts. One screen record can produce multiple output records.

To exit OMEGA, on the Command Line type:

**'END' [ENTER]**

## OMEGA Training Exercise # 2

- Part 1:** A Procurement Request (PR) Authorization form DOE F4200.33 is received for minimum PR processing and is to be entered into PADS.
- Part 2:** The Individual Procurement Action Report (IPAR) form DOE F4200.40 is received and is to be entered into PADS. Note: the IPAR will complete the PR.

### OMEGA Training Exercise # 2 Tips

- For minimum PR processing, the data is entered into OMEGA Format 596.
- The PR must be processed and updated into the PADS data base one full day before the IPAR can be entered.
- The IPAR is a Procurement action, so OMEGA Format 601, 602, and 603 will be used.
- The IPAR will complete the PR, so the PR Completion Code will be 'Y'.
- Two process files must be created. The PR must be processed before the IPAR can be submitted.

## OMEGA Training Exercise # 2

DOE F 4200.33  
(03-96)

### U.S. Department of Energy Procurement Request-Authorization

Formerly PR-799A  
(Previous editions are obsolete)

#### INITIAL PADS DATA ENTRY INFORMATION

1. Awarding Office <small>** (where ** is your award office)</small>		2. Initiating Office <small>ZZ</small>	
3. PRA Number <small>--00ZZ**001.000</small>		4. Change/Correction in Process? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Description of Work/Purpose of Assistance			
Has List of Sources Been Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No			
6. Awardee Name		7. Address	
6a. Division			
8. Government Share	9. Awardee Share	10. Total	
11. Total Funds This PR: <small>120,000</small>			
12. Name- Project Manager/Initiator <small>Sally Teacher</small>	13. Signature	14. Date <small>05/05/2000</small>	15. Office Code <small>HR</small>
			16. Telephone Number

#### GENERAL AWARD INFORMATION

17. Acquisition <input type="checkbox"/> Advisory & Assistance Services <input type="checkbox"/> Research & Development <input type="checkbox"/> Support Services <input type="checkbox"/> A/E Services <input type="checkbox"/> Supplies <input type="checkbox"/> Other <input type="checkbox"/> Construction			18. Financial Assistance <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Grant
19. Product/Service Code (Applies to Acquisition only)		20. CFDA (Applies to Assistance Only)	
21. Master BIN		22. Desired Award Date	
23. Unsolicited Proposal Number		24. Project Number	

#### FUNDS COMMITTED

25. Approp. Symbol	26. B&R No.	27. Dollar Amt.	28. Obj. Class	29. ADS/TTP	30. AFP	31. Program Budget Official's Signature**	32. CFA

33. From Continuation Sheet	34. Project Period
35. Total Funds This PRA Are These Annual Funds? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>\$0.00</b>	36. Budget Period <small>(Applies to Assistance Awards Only)</small>

CERTIFYING OFFICIAL: I hereby Certify That the Funds Cited in Item 35 Are Available.

37. Name and Title	38. Signature	39. Date
--------------------	---------------	----------

#### PROGRAM REVIEWING OFFICIAL

40. Name and Title	41. Signature	42. Date
--------------------	---------------	----------

43. For Initiating Office/Local Office Use

44. Type of Procurement Action (TPA) Code _____	45. Negotiator Code <small>A999</small>
---	---

46. Security. Will employees require security clearances for performance of this procurement?  Yes  No  
If Yes, attach DOE F 5634.2, (06-94) "Contract Security Classification Specification."

47. Energy Policy Act. Is this procurement subject to the Energy Policy Act of 1992 (EPACT); i.e., will it directly satisfy an EPACT requirement or objective?  
 Yes  No. If yes, does it involve either a research and development program or a demonstration of a commercial application?  Yes  No.  
 If yes, see the Notice related to this item. Amount of EPACT funding \_\_\_\_\_

**OMEGA Training Exercise # 2**

<b>ADD</b>	596-DOE FORM PR-799X-----	(00000000)
ACTION: ADD/CHANGE(A/C): <b>A</b>	PROC/FIN ASST (P/F): <b>P</b>	.....
PR NUMBER: <b>** - 00ZZ**001 . 000</b>		.....
TITLE: <b>THIS IS THE INITIAL PR USED IN TRAINING CLASS TO TEST THE PR TO IPAR PROCESS</b>		
.....		
.....		
TOTAL CURR FY FUNDS COMMITTED WITH		
THIS PR: <b>120000</b>		
ACCEPTANCE DATE: <b>05 / 05 / 2000</b>		
(MM / DD / CCYY)		
.....		
PROJECT MANAGER NAME: <b>SUE TEACHER</b>		
OFFICE CODE: <b>MA</b>		
NEGOTIATOR CODE: <b>A999</b>		
.....		

## OMEGA Training Exercise # 2

DOE F 4200.40 (10-00) (All Other Editions Are Obsolete)						U.S. DEPARTMENT OF ENERGY INDIVIDUAL PROCUREMENT ACTION REPORT (IPAR)					
PROCUREMENT ACTIONS											
1. ADD/CHANGE <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change		2. AWARD BIN AC**00ZZ**001		3. MOD NUMBER A000		4. KIND OF AWARD 1A		5. MOD # BEING DEFINITIZED			
6. PR NUMBER **00ZZ**001.000			7. PR COMPLETION CODE <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		8. MASTER BIN			9. DUNS NO.			
10. VENDOR ID				11. CONTRACTOR NAME ABC				12. DIVISION			
13. CONTRACTORS TIN 123456789				14. COMMON PARENTS NAME				15. COMMON PARENTS TIN			
16. CITY FAIRFAX			17. STATE VA		18. ZIP CODE 24354-0001		19. COUNTY FAIRFAX		20. CONG. DIST. 01		21. COUNTRY
22. AWARD DATE (MO/DAY/YYYY) 05/05/2000			23. AWARD EFFECTIVE DATE (MO/DAY/YYYY) 06/01/2000			24. AWARD COMPLETION DATE (MO/DAY/YYYY) 04/01/2001					
25. DESCRIPTION OF WORK TEST OF AWARD AGAINST THE INITIAL PR. THE AWARD WILL COMPLETE THE PR.											
26. GOVERNMENT SHARE 120,000		27. AWARDEE SHARE 0		28. TOTAL 120,000		29. B&R NO. AB		30. B&R DOLLARS 120,000			
31. CICA <u>2</u>			32. TYPE OF BUSINESS <u>C3N</u>			33. TYPE OF AWARD <u>J</u>					
34. NO. OF OFFERORS <u>A</u>			35. SB SUBCONTRACT PLAN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			36. SAFETY & HEALTH <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
37. COMP. SOL. PROC. <u>A</u>			38. WOMAN OWNED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			39. LABOR STATUTE <u>E</u>					
40. COMP. EXM. AUTH.			41. SUPP. SERV. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			42. PRODUCT SRV. CODE <u>9999</u>					
43. EXT. COMPETED <u>A</u>			44. HISPANIC INST. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			45. NAIC <u>9999</u>					
46. EXT. OF COMP.			47. COMMERCIAL ITEM <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			48. DIRECTED PROC. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
49. SYNOPSIS <u>1</u>			50. SB DEMO. PROGRAM <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			51. COSTI DEL. <u>AZ</u>					
52. TRADE COUNTRY			53. EMERGING SB <input type="checkbox"/> YES <input type="checkbox"/> NO			54. R&D <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
55. COGNIZANT DOE OFFICE			56. SIZE SB			57. GOVT. PROPERTY <u>N</u>					
58. CFAA			59. EMG. SB RES. AWARD <input type="checkbox"/> YES <input type="checkbox"/> NO			60. BUNDLING CONT. REQ. <input type="checkbox"/> YES <input type="checkbox"/> NO					
61. HUBZONE SBC <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			62. HUBZONE PROG. <u>E</u>			63. HUBZONE % DIFF. <u>0</u>					
64. SDB PROGRAM <u>E</u>			65. SDB % DIFF. <u>0</u>			66. OTHER PREF. PROG. <u>0</u>					
67. EPACT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			68. EPACT DOLLARS			69. PERF. BASED CTRL. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
70. VET. OWNED SB			71. MAC FAIR OPPORTUNITY			72. OTHER AGENCY CODE					
73. NEG. CODE <u>A999</u>			74. AWARD ADMIN. CODE			75. CONT. OFFICER CODE					
76. TECH. REP. NAME <u>SUE TEACHER</u>			77. AWARD STATUS			77. DELEGATED OFFICE					
78. DELEGATION DATE			79. AWARD STATUS			80. RETIREMENT DATE					
81. AWARD OFFICE			82. SENIOR INVESTIGATOR								
83. DATE			84. DOLLARS								
85. TEXT											
86. NUMERIC						87. INTERNAL AWARD OFFICE USE					

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## OMEGA Training Exercise # 2

<b>ADD</b>		601-IPAR PROCUREMENT PART 1----- (00000000)			
ACTION: ADD/CHANGE(A/C) <b>A</b> .....					
AWARD BIN	MOD NO.	KNDA	MOD DEF	PR NO.	.....
<b>AC**-00ZZ**001</b>	<b>A000</b>	<b>1A</b>		<b>** - 00ZZ**001 . 000</b>	.....
PR COMPL	MASTER BIN		DUNS NUMBER	VENDOR ID CODE	.....
<b>Y</b>			<b>000000005</b>		.....
CONTRACTOR NAME		DIVISION			.....
<b>ABC</b>					.....
TIN	PARENT NAME			PARENT TIN	.....
<b>123456789</b>					.....
CITY	STATE	ZIP CODE	COUNTY		.....
<b>FAIRFAX</b>	<b>VA</b>	<b>24354 - 0001</b>	<b>FAIRFAX</b>		.....
CONG DIST	COUNTRY	AWARD DATE	AW EFF DATE	AW COMPL DATE	.....
<b>01</b>		<b>05 05 2000</b>	<b>06 01 2000</b>	<b>04 01 2001</b>	.....
DESCRPT <b>TEST OF AWARD AGAINST THE INIT IAL PR. THE AWARD WILL COMPLE</b> .....					
OF WORK <b>TE THE PR.</b> .....					
GOVT SHARE	AWARDEE SHARE	TOTAL	B&R NO.	DOLLARS	.....
<b>120000</b>	<b>0</b>	<b>120000</b>	<b>AB</b>	<b>120000</b>	.....
					.....
					.....
					.....

## OMEGA Training Exercise # 2

ADD	602-IPAR PROCUREMENT PART 2----- (00000200)							
ADD/CHANGE (A/C)	<b>A</b>	AWARD BIN	<b>AC**-00ZZ**001</b>	MOD NO	<b>A000</b>	KIND AWARD	<b>1A</b>	.....
CICA	<b>2</b>	TYPE OF BUSINESS	<b>C3N</b>	TYPE AWARD		<b>J</b>		.....
# OFFERORS	<b>A</b>	SB SUB PLAN	<b>N</b>	SAFETY & HLTH		<b>N</b>		.....
COMP SOL PROC	<b>A</b>	WOMAN OWNED	<b>N</b>	LABOR STATUTE		<b>E</b>		.....
COMP EXM AUTH	<b>_</b>	SUPP SERV	<b>N</b>	PROD / SERV		<b>9999</b>		.....
EXT COMPETED	<b>A</b>	HISPANIC INST	<b>N</b>	SIC/NAIC		<b>9999</b>		.....
EXT OF COMP	<b>_</b>	COMMERCIAL ITEM	<b>N</b>	DIRECTED PROC		<b>N</b>		.....
SYNOPSIS	<b>1</b>	SB DEMO PROGRAM	<b>N</b>	OSTI DEL		<b>AZ</b>		.....
TRADE COUNTRY	<b>_</b>	EMERGING SB	<b>_</b>	R & D		<b>N</b>		.....
COG DOE OFFICE	<b>_</b>	SIZE SB	<b>_</b>	GOVT PROPERTY		<b>N</b>		.....
CFAA	<b>_</b>	EMG SB RES AWARD	<b>_</b>	BNDLNG CONT REQ		<b>_</b>		.....
HUBZONE SBC	<b>N</b>	HUBZONE PROGRAM	<b>E</b>	HUBZONE % DIF		<b>00</b>		.....
SDB PROGRAM	<b>E</b>	SDB % DIF	<b>00</b>	OTHER PREF PGM		<b>D</b>		.....
EPACT	<b>N</b>	EPACT DOLLARS	<b>_</b>	PERF BASED CONTR		<b>N</b>		.....
VET OWNED SB	<b>_</b>	MAC FAIR OPPORT	<b>_</b>	OTHER AGENCY CODE	<b>_</b>	<b>_</b>		.....

## OMEGA Training Exercise # 2

<b>ADD</b>	603-IPAR PROCUREMENT PART 3-----	(00000300)
ADD/CHANGE (A/C) <b>A</b>	AWARD BIN <b>AC**-00ZZ**001</b>	MOD NO <b>A000</b>
NEGOTIATOR CODE <b>A999</b>	AWARD ADMIN CODE _____	CONTR OFFICER CODE _____
TECH REP NAME <b>SUE TEACHER</b>	_____	
DELEG OFFICE _____	DELEG DATE ____	_____
AWARD STATUS _____	RETIRE DATE ____	_____ AWARD OFFICE ____
SR INVESTIGATOR _____	_____	
FIELD OFFICE ENTRY FIELDS (OPTIONAL)		
DATE: _____	_____	
DOLLARS: \$ _____	_____	
TEXT: _____	_____	
NUMERIC: _____	_____	
INTERNAL OFFICE USE: _____	_____	

### **OMEGA Training Exercise # 3**

PART 1: Three separate initiated PRs under the same Register number are in the PADS data base. They are to be combined into one PR. PR numbers 001 and 002 are to be combined into 000.

PART 2: The Combined 000 PR in PART 1 is to be awarded. Use the IPAR in file F002 and change the Register number from 001 to 002.

## OMEGA Training Exercise # 3 Tips

### **PART 1**

- Create a new workspace file F003.
- For update actions to existent PRs in the PADS data base, the data is entered into OMEGA Format 510 – DOE Form PR-799E.
- The PR Action is a ‘C’ for Change.
- OMEGA Format 510 has two fields for the PR Number. In the first field, ‘PR NUMBER’, the secondary PR number must be entered. This is the number which is combining **INTO** another. For this exercise 001 and 002 are combining into 000.

So on this top field enter 001 or 002. In the second PR field, ‘RELATED PR NUMBER’, the primary or ‘master’ PR number must be entered. This is the number which other PRs will be combined into. For the exercise, this is 000 since 002 and 001 are combining into it.

- The Action Code for combining PRs is ‘M’.

### **PART 2**

- Since you will be using the IPAR created in Exercise 2 in file F002, GET F002.
- Issue the FIRST Command. Then UPDATE IPAR 1, 2 and 3 by changing the Award Bin number from 001 to 002.
- The Total Combined PR committed amount from PART 1 is equal to \$180,000. Change the Total Award, etc. amounts on IPAR 1 to \$180,000.
- Save the file as F004.

## OMEGA Training Exercise # 3

### PART 1

Initial PRs in data base

\*\*00ZZ\*\*002.000

\*\*00ZZ\*\*002.001

\*\*00ZZ\*\*002.002

## OMEGA Training Exercise # 3

<b>ADD</b>	510-DOE FORM PR-799E-----	(0000000)
ADD/CHANGE(A/C) <b>C</b>	PR NUMBER: <b>** - 00ZZ**002 . 001</b>	.....
	RELATED PR NUMBER: <b>** - 00ZZ**002 . 000</b>	.....
		.....
ACTION CODE: <b>M</b>	TPA CODE: <b>___</b>	.....
ACTION DATE: <b>05 / 10 / 2000</b>	NEGOTIATOR: <b>_____</b>	.....
CANCELLED REASON: <b>_</b>		.....
		.....
REJECTED REASON: <b>___</b>		.....
		.....
COMMENT: <b>THIS IS A TEST OF COMBINING</b>	_____	.....
	<b>PRS 000 THRU 002 WHICH</b>	.....
	<b>CURRENTLY EXIST INTO 000</b>	.....
	_____	.....
	_____	.....
<b>** CANCELLED CODES **</b>	<b>** ACTION CODES **</b>	.....
A REQUIREMENT NO LONGER EXISTS	A ACCEPTED B CARRY FORWARD	.....
B REPROGRAMMING DECISION	C CANCEL D COMPLETE MASTER SPLIT	.....
C FUNDS REMOVED	M COMBINE P PR COMMENTS ONLY	.....
O OTHER	R REJECT S SPLIT (MULTIPLE)	.....

## OMEGA Training Exercise # 3

<b>ADD</b>	510-DOE FORM PR-799E-----	(00000000)
ADD/CHANGE(A/C) <b>C</b>	PR NUMBER: ** - 00ZZ**002 . 002	.....
	RELATED PR NUMBER: ** - 00ZZ**002 . 000	.....
		.....
ACTION CODE: <b>M</b>	TPA CODE: ____	.....
ACTION DATE: <b>05 / 10 / 2000</b>	NEGOTIATOR: ____	.....
CANCELLED REASON: <b>_</b>		.....
		.....
REJECTED REASON: ____		.....
		.....
COMMENT: <b>COMBINING PR 002 INTO 000</b>	_____	.....
	_____	.....
	_____	.....
	_____	.....
		.....
<b>** CANCELLED CODES **</b>	<b>** ACTION CODES **</b>	.....
A REQUIREMENT NO LONGER EXISTS	A ACCEPTED B CARRY FORWARD	.....
B REPROGRAMMING DECISION	C CANCEL D COMPLETE MASTER SPLIT	.....
C FUNDS REMOVED	M COMBINE P PR COMMENTS ONLY	.....
O OTHER	R REJECT S SPLIT (MULTIPLE)	.....

## OMEGA Training Exercise # 3

DOE F-4200.40 (10-02) (All Other Editions Are Obsolete)					U.S. DEPARTMENT OF ENERGY INDIVIDUAL PROCUREMENT ACTION REPORT (IPAR)				
PROCUREMENT ACTIONS									
1. ADD/CHANGE <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change		2. AWARD BIN AC**00ZZ**002		3. MOD NUMBER A000		4. KIND OF AWARD 1A		5. MOD # BEING DEFINITIZED	
6. PR NUMBER **00ZZ**001.000			7. PR COMPLETION CODE <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		8. MASTER BIN		9. DUNS NO. 00000005		
10. VENDOR ID			11. CONTRACTOR NAME ABC			12. DIVISION			
13. CONTRACTORS TIN 123456789			14. COMMON PARENTS NAME			15. COMMON PARENTS TIN			
16. CITY FAIRFAX			17. STATE VA	18. ZIP CODE 24354-0001		19. COUNTY FAIRFAX		20. CONG. DIST. 01	21. COUNTRY
22. AWARD DATE (MO/DAY/YYYY) 05/05/2000			23. AWARD EFFECTIVE DATE (MO/DAY/YYYY) 06/01/2000			24. AWARD COMPLETION DATE (MO/DAY/YYYY) 04/01/2001			
25. DESCRIPTION OF WORK TEST OF AWARD AGAINST THE INITIAL PR. THE AWARD WILL COMPLETE THE PR.									
26. GOVERNMENT SHARE 120,000		27. AWARDEE SHARE 0		28. TOTAL 120,000		29. B&R NO. AB		30. B&R DOLLARS 120,000	
31. CICA <u>2</u>			32. TYPE OF BUSINESS <u>C3N</u>			33. TYPE OF AWARD <u>J</u>			
34. NO. OF OFFERORS <u>A</u>			35. SB SUBCONTRACT PLAN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			36. SAFETY & HEALTH <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
37. COMP. SOL. PROC. <u>A</u>			38. WOMAN OWNED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			39. LABOR STATUTE <u>E</u>			
40. COMP. EXM. AUTH.			41. SUPP. SERV. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			42. PRODUCT SRV. CODE <u>9999</u>			
43. EXT. COMPETED <u>A</u>			44. HISPANIC INST. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			45. NAIC <u>9999</u>			
46. EXT. OF COMP.			47. COMMERCIAL ITEM <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			48. DIRECTED PROC. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
49. SYNOPSIS <u>1</u>			50. SB DEMO. PROGRAM <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			51. OSTI DEL. <u>AZ</u>			
52. TRADE COUNTRY			53. EMERGING SB <input type="checkbox"/> YES <input type="checkbox"/> NO			54. RMD <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
55. COGNIZANT DOE OFFICE			56. SIZE SB			57. GOVT. PROPERTY <u>N</u>			
58. CFAA			59. EMG. SB RES. AWARD <input type="checkbox"/> YES <input type="checkbox"/> NO			60. BUNDLING CONT. REQ. <input type="checkbox"/> YES <input type="checkbox"/> NO			
61. HUBZONE SBC <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			62. HUBZONE PROG. <u>E</u>			63. HUBZONE % DIFF. <u>0</u>			
64. SDB PROGRAM <u>E</u>			65. SDB % DIFF. <u>0</u>			66. OTHER PFER PROG. <u>D</u>			
67. EPACT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			68. EPACT DOLLARS			69. PERF. BASED CTRL. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
70. VET. OWNED SB			71. MAC FAIR OPPORTUNITY			72. OTHER AGENCY CODE			
73. NEG. CODE <u>A999</u>			74. AWARD ADMIN. CODE			75. CONT. OFFICER CODE			
76. TECH. REP. NAME <u>SUE TEACHER</u>			79. AWARD STATUS			77. DELEGATED OFFICE			
78. DELEGATION DATE			82. SENIOR INVESTIGATOR			80. RETIREMENT DATE			
81. AWARD OFFICE			84. DOLLARS			87. INTERNAL AWARD OFFICE USE			
83. DATE			85. TEXT			86. NUMERIC			

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### OMEGA Training Exercise # 3

<b>ADD</b>		601-IPAR PROCUREMENT PART 1----- (00000000)			
ACTION: ADD/CHANGE (A/C) <b>A</b> .....					
AWARD BIN	MOD NO.	KNDA	MOD DEF	PR NO.	
<b>AC**-00ZZ**002</b>	<b>A000</b>	<b>1A</b>		<b>** - 00ZZ**001 . 000</b>	
PR COMPL	MASTER BIN		DUNS NUMBER	VENDOR ID CODE	
<b>Y</b>			<b>00000005</b>		
CONTRACTOR NAME			DIVISION		
<b>ABC</b>					
TIN	PARENT NAME		PARENT TIN		
<b>123456789</b>					
CITY	STATE	ZIP CODE	COUNTY		
<b>FAIRFAX</b>	<b>VA</b>	<b>24354 - 0001</b>	<b>FAIRFAX</b>		
CONG DIST	COUNTRY	AWARD DATE	AW EFF DATE	AW COMPL DATE	
<b>01</b>		<b>05 05 2000</b>	<b>06 01 2000</b>	<b>04 01 2001</b>	
DESCRPT <b>TEST OF AWARD AGAINST THE INIT IAL PR. THE AWARD WILL COMPLE</b> .....					
OF WORK <b>TE THE PR.</b> .....					
GOVT SHARE	AWARDEE SHARE	TOTAL	B&R NO.	DOLLARS	
<b>120000</b>	<b>0</b>	<b>120000</b>	<b>AB</b>	<b>120000</b>	

<b>ADD</b>		602-IPAR PROCUREMENT PART 2----- (00000200)			
ADD/CHANGE (A/C) <b>A</b> AWARD BIN <b>AC**-00ZZ**002</b> MOD NO <b>A000</b> KIND AWARD <b>1A</b> .....					
CICA	<b>2</b>	TYPE OF BUSINESS	<b>C3N</b>	TYPE AWARD	<b>J</b>
# OFFERORS	<b>A</b>	SB SUB PLAN	<b>N</b>	SAFETY & HLTH	<b>N</b>
COMP SOL PROC	<b>A</b>	WOMAN OWNED	<b>N</b>	LABOR STATUTE	<b>E</b>
COMP EXM AUTH	<b>_</b>	SUPP SERV	<b>N</b>	PROD / SERV	<b>9999</b>
EXT COMPETED	<b>A</b>	HISPANIC INST	<b>N</b>	SIC/NAIC	<b>9999</b>
EXT OF COMP	<b>_</b>	COMMERCIAL ITEM	<b>N</b>	DIRECTED PROC	<b>N</b>
SYNOPSIS	<b>1</b>	SB DEMO PROGRAM	<b>N</b>	OSTI DEL	<b>AZ</b>
TRADE COUNTRY	<b>_</b>	EMERGING SB	<b>_</b>	R & D	<b>N</b>
COG DOE OFFICE	<b>_</b>	SIZE SB	<b>_</b>	GOVT PROPERTY	<b>N</b>
CFAA	<b>_</b>	EMG SB RES AWARD	<b>_</b>	BNDLNG CONT REQ	<b>_</b>
HUBZONE SBC	<b>N</b>	HUBZONE PROGRAM	<b>E</b>	HUBZONE % DIF	<b>00</b>
SDB PROGRAM	<b>E</b>	SDB % DIF	<b>00</b>	OTHER PREF PGM	<b>D</b>
EPACT	<b>N</b>	EPACT DOLLARS	<b>_</b>	PERF BASED CONTR	<b>N</b>
VET OWNED SB	<b>_</b>	MAC FAIR OPPORT	<b>_</b>	OTHER AGENCY CODE	<b>_ _</b>

## OMEGA Training Exercise # 3

<b>ADD</b> _____	603-IPAR PROCUREMENT PART 3----- (00000300)
ADD/CHANGE (A/C) <b>A</b>	AWARD BIN <b>AC**-00ZZ**002</b> MOD NO <b>A000</b> . . . . .
NEGOTIATOR CODE <b>A999</b>	AWARD ADMIN CODE _____ CONTR OFFICER CODE _____ . . . . .
TECH REP NAME <b>SUE TEACHER</b> _____	. . . . .
DELEG OFFICE _____	DELEG DATE ____ _ . . . . .
AWARD STATUS _____	RETIRE DATE ____ _ . . . . .
	AWARD OFFICE _____ . . . . .
SR INVESTIGATOR _____	. . . . .
	FIELD OFFICE ENTRY FIELDS (OPTIONAL)
DATE: _____	. . . . .
DOLLARS: \$ _____	. . . . .
TEXT: _____	. . . . .
NUMERIC: _____	. . . . .
INTERNAL OFFICE USE: _____	. . . . .
	_ . . . . .

### **OMEGA Training Exercise # 4 Splitting a PR**

- Part 1            An initial PR exists in the PADS data base. This PR is to be split to another PR.
- Part 2            A Financial Assistance award is to be applied to the new split PR completing that PR at a total award amount of \$130,000.

## OMEGA Training Exercise # 4 Tips

### **PART 1**

- In minimum processing to split an existent initial PR originally entered via Format 596, you must use OMEGA Format 510 799E.
- It is always a 'C' (change) type for splitting PRs.
- OMEGA Format 510 has two fields for the PR Number. In the first field, 'PR NUMBER', the Master PR number must be entered. This is the number which is already on file which will be used as the master to split into another PR. For the exercise 003.000 is the Master PR on file. So on this top field, enter the \*\*-00ZZ\*\*003.000.

In the second PR field, 'RELATED PR NUMBER', the secondary PR number must be entered. This is the number which will be created from the Master. For this exercise, this is \*\*-00ZZ\*\*004.000.

**Note:**            **The created PR cannot be under the same Register number. It must be a new Register number.**

- The Action Code for splitting PRs is 'S'.

### **PART 2**

- In Part 2, the Financial Assistance award will be entered for the newly created PR, \*\*-00ZZ\*\*004.000. To do this, OMEGA formats 610-612 will be required.
- The award will be completing the PR, so the PR completion code will be 'Y'.
- The award will obligate \$130,00 of the \$150,000 of the Master PR.





## OMEGA Training Exercise # 4

DOE F 4200.40A (10-99) (All Other Editions Are Obsolete)					U.S. DEPARTMENT OF ENERGY <b>INDIVIDUAL PROCUREMENT ACTION REPORT (IPAR)</b>				
FINANCIAL ASSISTANCE ACTIONS									
1. ADD/CHANGE <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change		2. AWARD BIN FC**00ZZ**004		3. MOD NUMBER A000		4. KIND OF AWARD 1A		5. PR NUMBER **00ZZ**004.000	
6. PR COMPLETION CODE <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		7. VENDOR ID		8. Awardee Name ABC			9. DIVISION		
10. CITY WASHINGTON			11. STATE DC	12. ZIP CODE 20585		13. COUNTRY DISTRICT OF COLUMBIA		14. CONGRESS DISTRICT 01	15. COUNTRY
16. DESCRIPTION OF WORK THIS IS PART 2 OF TRAINING EXERCISE 4 SPLITTING A PR AND THEN AWARDING THE SPLIT PR.									
17. AWARD DATE (MO/DAY/YYYY) 05/16/2000			18. AWARD EFFECTIVE DATE (MO/DAY/YYYY) 05/20/2000			19. AWARD COMPLETION DATE (MO/DAY/YYYY) 08/01/2000			
20. BUDGET PERIOD FROM (MO/DAY/YYYY) 05/20/2000					21. BUDGET PERIOD TO (MO/DAY/YYYY) 06/01/2000				
22. GOVERNMENT SHARE 130,000		23. AWARDEE SHARE 0		24. TOTAL 130,000		25. B&R NO. AB		26. B&R DOLLARS 130,000	
27. CFDA NO. <u>81.502</u>					28. STATE APPLICATION ID _____				
29. CITY <u>DISTRICT OF COLUMBIA</u>					30. STATE <u>DC</u>				
31. ZIP CODE <u>20585-0000</u>					32. COUNTY <u>DISTRICT OF COLUMBIA</u>				
33. CONGRESSIONAL DISTRICT <u>01</u>					34. TYPE OF AWARD <u>B</u>				
35. EXTENT OF COMPETITION <u>FN</u>					36. OSTI DELIVERABLE <u>AK</u>				
37. TYPE OF BUSINESS <u>GAIN</u>					38. RESEARCH AND DEVELOPMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
39. GOVERNMENT PROPERTY <u>N</u>					40. HISPANIC INSTITUTION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
41. SBIR <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					42. COGNIZANT DOE OFFICE <u>01</u>				
43. CFAA <u>DC</u>									
44. NEGOTIATOR CODE <u>A000</u>					45. AWARD ADMIN CODE _____				
46. CONTRACTING OFFICER CODE _____					47. TECH. REP NAME <u>TOM TEACHER</u>				
48. DELEGATED OFFICE _____					49. DELEGATION DATE _____				
50. AWARD STATUS <u>AA</u>					51. RETIREMENT DATE _____				
52. AWARD OFFICE _____					53. SENIOR INVESTIGATOR _____				
54. DATE <u>05/14/2000</u>					55. DOLLARS <u>\$25,000</u>				
56. TEXT <u>This is a test for training exercise 4</u>									
57. NUMERIC _____					58. INTERNAL AWARD OFFICE USE _____				

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## OMEGA Training Exercise # 4

ADD _____		610-IPAR ASSISTANCE PART 1----- (00000000)	
ADD/CHANGE (A/C) <b>A</b>	AWARD BIN <b>FC**-00ZZ**004</b>	MOD NO <b>A000</b>	KIND AWARD <b>1A</b> .....
PR NUMBER <b>** - 00ZZ**004 . 000</b>	PR COMPLETION CODE (Y/N) <b>Y</b>		.....
VENDOR ID _____ - _____ - _____	AWARDEE <b>ABC</b> _____		.....
DIVISION _____			.....
CITY <b>WASHINGTON</b> _____	STATE <b>DC</b>	ZIP <b>20785 - 0000</b>	.....
COUNTY <b>DISTRICT OF COLUMBIA</b>	CONG DIST <b>01</b>	COUNTRY _____	.....
DESCRIPTION OF WORK			.....
<b>THIS IS PART 2 OF TRAINING EXERCISE 4 SPLITTING A PR AND THE</b>			.....
<b>N AWARDING THE SPLIT PR.</b> _____			.....
_____			.....
AW DATE <b>05 16 2000</b>	AW EFF DATE <b>05 20 2000</b>	AW COMPL DATE <b>06 01 2001</b>	.....
BUDGET PERIOD FROM <b>05 20 2000</b>		BUDGET PERIOD TO <b>06 01 2001</b>	.....
.....			.....
GOV'T SHARE	AWARDEE SHARE	TOTAL	B & R NO
<b>130000</b> _____	<b>0</b> _____	<b>130000</b> _____	<b>AB</b> _____
_____		_____	_____
_____		_____	_____
_____			_____

## OMEGA Training Exercise # 4

<b>ADD</b> _____	611-IPAR ASSISTANCE PART 2----- (00000000)
ADD/CHANGE (A/C) <b>A</b>	AWARD BIN <b>FC**-00ZZ**004</b> MOD NO <b>A000</b> KIND AWARD <b>1A</b> .....
CFDA NO	<b>81 . 502</b> .....
STATE APPL ID	_____ .....
CITY	<b>WASHINGTON</b> _____ .....
STATE	<b>DC</b> .....
ZIP CODE	<b>20585 - 0000</b> .....
COUNTY	<b>DISTRICT OF COLUMBIA</b> .....
CONG DISTRICT	<b>01</b> .....
TYPE OF AWARD	<b>B</b> .....
EXTENT OF COMPETITION	<b>FN</b> .....
OSTI DELIVERABLE	<b>AK</b> .....
TYPE OF BUSINESS	<b>GNN</b> .....
RES & DEV (Y/N)	<b>N</b> .....
GOV'T PROPERTY	<b>N</b> .....
HISPANIC INST (Y/N)	<b>N</b> .....
SBIR (Y/N)	<b>N</b> .....
COGNIZANT DOE OFFICE	<b>01</b> .....
CFAA	<b>DG</b> .....

## OMEGA Training Exercise # 4

<b>ADD</b>	612-IPAR ASSISTANCE PART 3-----	(00000000)
ADD/CHANGE (A/C) <b>A</b>	AWARD BIN <b>FC**-00ZZ**004</b>	MOD NO <b>A000</b>
NEGOTIATOR CODE <b>A999</b>	AWARD ADMIN CODE _____	CONTR OFFICER CODE _____
TECH REP NAME <b>TOM TECHNICAL</b>	_____	
DELEG OFFICE _____	DELEG DATE ____	_____
AWARD STATUS _____	RETIRE DATE ____	_____ AWARD OFFICE ____
SR INVESTIGATOR _____	_____	
FIELD OFFICE ENTRY FIELDS (OPTIONAL)		
DATE:	<b>05 14 2000</b>	_____
DOLLARS: \$	<b>25000</b>	_____
TEXT:	<b>THIS IS A TEST FOR TRAINING EXERCISE 4</b>	_____
NUMERIC:	_____	
INTERNAL OFFICE USE:	_____	

## **OMEGA Training Exercise # 5**

Transfer the Procurement award in Exercise 2, ZZ\*\*001, to office 99.

Part 1 will authorize the Transfer by establishing an amendment PR.

Part 2 will transfer the award referencing the amendment PR.

## OMEGA Training Exercise # 5

### **PART 1**

- In minimum processing to Transfer an existent entire contract, the authorizing amendment PR must first be entered in OMEGA Format 596. In the exercise, the 000 PR exists, therefore the amendment PR number must be greater than 000. Enter 001.
- It is an ‘A’ (add) transaction.
- The Funds Committed will be \$0.

### **PART 2**

- Use the file created in Exercise 2, F002. GET F002.
- On OMEGA Format 601 (IPAR1), the following fields must be entered:
  - Modification Number - M001
  - PR Number referencing the 001 established by the 596 format
  - Kind of Award (KNDA) **must be TR**
- On OMEGA Format 602 (IPAR2), the following fields must be entered:
  - Kind of Award (KNDA) **must be TR**
- On OMEGA Format 603 (IPAR3), the following field must be coded:
  - Award Office must contain the Office to which the award is being transferred. For this exercise, the Award Office is 99.

OMEGA Training Exercise # 5

ADD	596-DOE FORM PR-799X-----	(0000000)	
ACTION: ADD/CHANGE(A/C):	A	PROC/FIN ASST (P/F):	P
PR NUMBER: ** - 00ZZ**001 .	001		
TITLE: THIS IS TO ESTABLISH THE PR AUTHORIZATION FOR A TRANSFER			
IT IS PART 1 OF EXERCISE 5			
TOTAL CURR FY FUNDS COMMITTED WITH			
THIS PR: 0			
ACCEPTANCE DATE: 05 / 16 / 2000			
(MM / DD / CCYY)			
PROJECT MANAGER NAME: SALLY TEACHER		OFFICE CODE: ZZ	
NEGOTIATOR CODE: A999			

## OMEGA Training Exercise # 5

<b>ADD</b>		601-IPAR PROCUREMENT PART 1----- (00000000)		
ACTION: ADD/CHANGE(A/C) <b>A</b> .....				
AWARD BIN	MOD NO.	KNDA	MOD DEF	PR NO.
<b>AC**-00ZZ**001</b>	<b>M001</b>	<b>TR</b>		<b>** - 00ZZ**001 . 001</b>
PR COMPL	MASTER BIN		DUNS NUMBER	VENDOR ID CODE
<b>Y</b>				
CONTRACTOR NAME		DIVISION		
TIN	PARENT NAME	PARENT TIN		
CITY	STATE	ZIP CODE	COUNTY	
CONG DIST	COUNTRY	AWARD DATE	AW EFF DATE	AW COMPL DATE
		<b>05 05 2000</b>	<b>06 12 2000</b>	<b>04 01 2001</b>
DESCRPT <b>THIS ACTION IS TO TRANSFER THE ENTIRE CONTRACT TO OFFICE 99</b>				
OF WORK				
GOVT SHARE	AWARDEE SHARE	TOTAL	B&R NO.	DOLLARS

## OMEGA Training Exercise # 5

ADD _____		602-IPAR PROCUREMENT PART 2----- (0000000)						
ADD/CHANGE (A/C) <b>A</b>		AWARD BIN	<b>AC**-00ZZ**001</b>	MOD NO	<b>M001</b>	KIND AWARD	<b>TR</b>	.....
CICA	<b>2</b>	TYPE OF BUSINESS	_____	TYPE AWARD				.....
# OFFERORS	<b>A</b>	SB SUB PLAN	_____	SAFETY & HLTH				.....
COMP SOL PROC	<b>A</b>	WOMAN OWNED	_____	LABOR STATUTE				.....
COMP EXM AUTH	_____	SUPP SERV	_____	PROD / SERV				.....
EXT COMPETED	<b>A</b>	HISPANIC INST	_____	SIC/NAIC				.....
EXT OF COMP	_____	COMMERCIAL ITEM	_____	DIRECTED PROC				.....
SYNOPSIS	_____	SB DEMO PROGRAM	_____	OSTI DEL				.....
TRADE COUNTRY	_____	EMERGING SB	_____	R & D				.....
COG DOE OFFICE	_____	SIZE SB	_____	GOVT PROPERTY				.....
CFAA	_____	EMG SB RES AWARD	_____	BNDLNG CONT REQ				.....
HUBZONE SBC	_____	HUBZONE PROGRAM	_____	HUBZONE % DIF				.....
SDB PROGRAM	_____	SDB % DIF	_____	OTHER PREF PGM				.....
EPACT	_____	EPACT DOLLARS	_____	PERF BASED CONTR				.....
VET OWNED SB	_____	MAC FAIR OPPORT	_____	OTHER AGENCY CODE	_____	_____		.....

## OMEGA Training Exercise # 5

ADD _____	603-IPAR PROCUREMENT PART 3-----	(00000000)
ADD/CHANGE (A/C) <b>A</b>	AWARD BIN <b>AC**-00ZZ**001</b>	MOD NO <b>M001</b>
NEGOTIATOR CODE <b>A999</b>	AWARD ADMIN CODE _____	CONTR OFFICER CODE _____
TECH REP NAME <b>TOM TECHNICAL</b>	_____	
DELEG OFFICE _____	DELEG DATE _____	
AWARD STATUS _____	RETIRE DATE _____	AWARD OFFICE <b>99</b>
SR INVESTIGATOR _____		
FIELD OFFICE ENTRY FIELDS (OPTIONAL)		
DATE: _____		
DOLLARS: \$ _____		
TEXT: _____		
NUMERIC: _____		
INTERNAL OFFICE USE: _____		

## OMEGA Training Exercise # 6

- For this exercise, an existent PR is to be carried forward to the next fiscal year.

## OMEGA Training Exercise # 6 Tips

- In order to Carry Over a PR to the next fiscal year, the PR **must be unawarded and active with a status code of 'I' for Initiated.** OMEGA Format 510 799E is used for this process.
- It is always a 'C' (change) type to Carry Over a PR.
- On OMEGA Format 510 in the 'PR NUMBER' field enter the PR number to be carried over. For the exercise 007.000 is the PR on file. So on this top field, enter the **\*\* -00ZZ\*\*007.000**.
- The Action Code for Carry Over is 'B'.

## OMEGA Training Exercise # 6 Data Entry Specifications

Initiated PR on file used as master to Carry Over is,  
**\*\* -00ZZ\*\*007.000**

## OMEGA Training Exercise # 6

```

ADD_____ 510-DOE FORM PR-799E----- (00000000)
ADD/CHANGE(A/C) C PR NUMBER: ** - 00ZZ**007. 000 .....
      RELATED PR NUMBER: .....
      ACTION CODE: B          TPA CODE: ____ .....
      ACTION DATE: 05 / 26 / 2000 NEGOTIATOR: ____ .....
CANCELLED REASON: _ .....
      REJECTED REASON: ____ .....
COMMENT: THIS IS A TEST OF SPLITTING_____ .....
      THE MASTER PR 003.000 TO 004.000 _____ .....
      _____ .....
      _____ .....
** CANCELLED CODES **          ** ACTION CODES ** .....
A REQUIREMENT NO LONGER EXISTS  A ACCEPTED  B CARRY FORWARD .....
B REPROGRAMMING DECISION        C CANCEL    D COMPLETE MASTER SPLIT .....
C FUNDS REMOVED                  M COMBINE  P PR COMMENTS ONLY .....
O OTHER                           R REJECT   S SPLIT (MULTIPLE) .....

```

## **OMEGA Training Exercise # 7**

An Individual Procurement Action Report (IPAR) form DOE F4200.40 is received and is to be entered into PADS. For this exercise, no PR is being used.

### **OMEGA Training Exercise # 7 Tips**

- Create a new workspace file using the name F004.
- Complete the OMEGA formats 601 and 602 using the IPAR form provided with this exercise.
- SAVE and then PROCESS your file.
- Update the database using the PADSUPDT command.

## OMEGA Training Exercise # 7

U.S. DEPARTMENT OF ENERGY INDIVIDUAL PROCUREMENT ACTION REPORT (IPAR)				
PROCUREMENT ACTIONS				
1. ADD/CHANGE <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change	2. AWARD BIN AC**-00ZZ**008	3. MOD NUMBER A000	4. KIND OF AWARD 1A	5. MOD # BEING DEFINITIZED
6. PR NUMBER	7. PR COMPLETION CODE <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	8. MASTER BIN		9. DUNS NO. 000000005
10. VENDOR ID		11. CONTRACTOR NAME ABC		12. DIVISION
13. CONTRACTORS TIN 123456789		14. COMMON PARENTS NAME		15. COMMON PARENTS TIN
16. CITY Hagerstown	17. STATE MD	18. ZIP CODE 21740	19. COUNTY Washington	20. CONG. DIST. 08
21. COUNTRY		22. AWARD DATE (MO/DAY/YYYY) 06/04/2000		23. AWARD EFFECTIVE DATE (MO/DAY/YYYY) 07/15/2000
24. AWARD COMPLETION DATE (MO/DAY/YYYY) 06/04/2001		25. DESCRIPTION OF WORK Exercise 7 - Demonstrate IPAR without a PR		
26. GOVERNMENT SHARE 75,000	27. AWARDEE SHARE 0	28. TOTAL 75,000	29. B&R NO. AB	30. B&R DOLLARS 75,000
31. CICA <u>2</u>	32. TYPE OF BUSINESS <u>A11</u>	33. TYPE OF AWARD <u>R</u>		
34. NO. OF OFFERORS <u>A</u>	35. SB SUBCONTRACT PLAN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	36. SAFETY & HEALTH <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
37. COMPR. SOL. PROC. <u>L</u>	38. WOMAN OWNED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	39. LABOR STATUTE <u>E</u>		
40. COMPR. EXM. AUTH. <u>M</u>	41. SUPP. SERV. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	42. PRODUCT SRV. CODE <u>9999</u>		
43. EXT. COMPETED <u>B</u>	44. HISPANIC INST. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	45. NAIC <u>9999</u>		
46. EXT. OF COMP.	47. COMMERCIAL ITEM <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	48. DIRECTED PROC. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
49. SYNOPSIS <u>1</u>	50. SB DEMO. PROGRAM <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	51. COSTI DEL. <u>AZ</u>		
52. TRADE COUNTRY	53. EMERGING SB <input type="checkbox"/> YES <input type="checkbox"/> NO	54. R&D <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
55. COGNIZANT DOE OFFICE <u>01</u>	56. SIZE SB	57. GOVT. PROPERTY <u>N</u>		
58. CFAA <u>DG</u>	59. EMG. SB RES. AWARD <input type="checkbox"/> YES <input type="checkbox"/> NO	60. BUNDLING CONT. REQ. <input type="checkbox"/> YES <input type="checkbox"/> NO		
61. HUBZONE SBC <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	62. HUBZONE PROG. <u>C</u>	63. HUBZONE % DIFF. <u>10</u>		
64. SDB PROGRAM	65. SDB % DIFF. <u>10</u>	66. OTHER PREF. PROG. <u>D</u>		
67. EPACT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	68. EPACT DOLLARS	69. PERF. BASED CTR. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
70. VET. OWNED SB	71. MAC FAIR OPPORTUNITY	72. OTHER AGENCY CODE		
73. NEG. CODE	74. AWARD ADMIN. CODE	75. CONT. OFFICER CODE		
76. TECH. REF. NAME	79. AWARD STATUS	77. DELEGATED OFFICE		
78. DELEGATION DATE	82. SENIOR INVESTIGATOR	80. RETIREMENT DATE		
81. AWARD OFFICE	84. DOLLARS			
83. DATE				
85. TEXT				
86. NUMERIC	87. INTERNAL AWARD OFFICE USE			

Original - Contract File

See Handbook for the Preparation of the Individual Procurement Action Report

Goldrod - ADP Entry

Printed with soy ink on recycled paper

## OMEGA Training Exercise #7

601-IPAR PROCUREMENT PART 1-----(00000100)					
ACTION: ADD/CHANGE(A/C) A					
AWARD BIN	MOD NO.	KNDA	MOD DEF	PR NO.	
AC01-00ZZ01008	A000	1A		N_ - _____	
PR COMPL	MASTER BIN		DUNS NUMBER	VENDOR ID CODE	
Y			000000005	_____ - _____ - _____	
CONTRACTOR NAME			DIVISION		
ABC					
TIN	PARENT NAME			PARENT TIN	
123456789					
CITY	STATE	ZIP CODE	COUNTY		
HAGERSTOWN	MD	21740 - 0000	WASHINGTON		
CONG DIST	COUNTRY	AWARD DATE	AW EFF DATE	AW COMPL DATE	
06		6_ 4_ 2000	7_ 15 2000	6_ 4_ 2001	
DESCRPT EXERCISE 7 - DEMONSTRATE IPAR WITHOUT A PR					
OF WORK					
GOVT SHARE	AWARDEE SHARE	TOTAL	B&R NO.	DOLLARS	
75000	0	75000	AB	75000	

602-IPAR PROCUREMENT PART 2-----(00000200)					
ADD/CHANGE (A/C) A AWARD BIN AC01-00ZZ01008 MOD NO A000 KIND AWARD 1A					
CICA	2	TYPE OF BUSINESS	A11	TYPE AWARD	R
# OFFERORS	A	SB SUB PLAN	N	SAFETY & HLTH	N
COMP SOL PROC	L	WOMAN OWNED	N	LABOR STATUTE	E
COMP EXM AUTH	M	SUPP SERV	N	PROD / SERV	9999
EXT COMPETED	B	HISPANIC INST	N	SIC/NAIC	9999
EXT OF COMP		COMMERCIAL ITEM	N	DIRECTED PROC	N
SYNOPSIS	1	SB DEMO PROGRAM	N	OSTI DEL	AZ
TRADE COUNTRY		EMERGING SB		R & D	N
COG DOE OFFICE	01	SIZE SB		GOVT PROPERTY	N
CFAA	DG	EMG SB RES AWARD		BNDLNG CONT REQ	
HUBZONE SBC	Y	HUBZONE PROGRAM	C	HUBZONE % DIF	10
SDB PROGRAM	A	SDB % DIF	10	OTHER PREF PGM	D
EPACT	N	EPACT DOLLARS		PERF BASED CONTR	N
VET OWNED SB		MAC FAIR OPPORT		OTHER AGENCY CODE	

## PADS DATA ENTRY THROUGH TO UPDATE PROCESS FLOW

