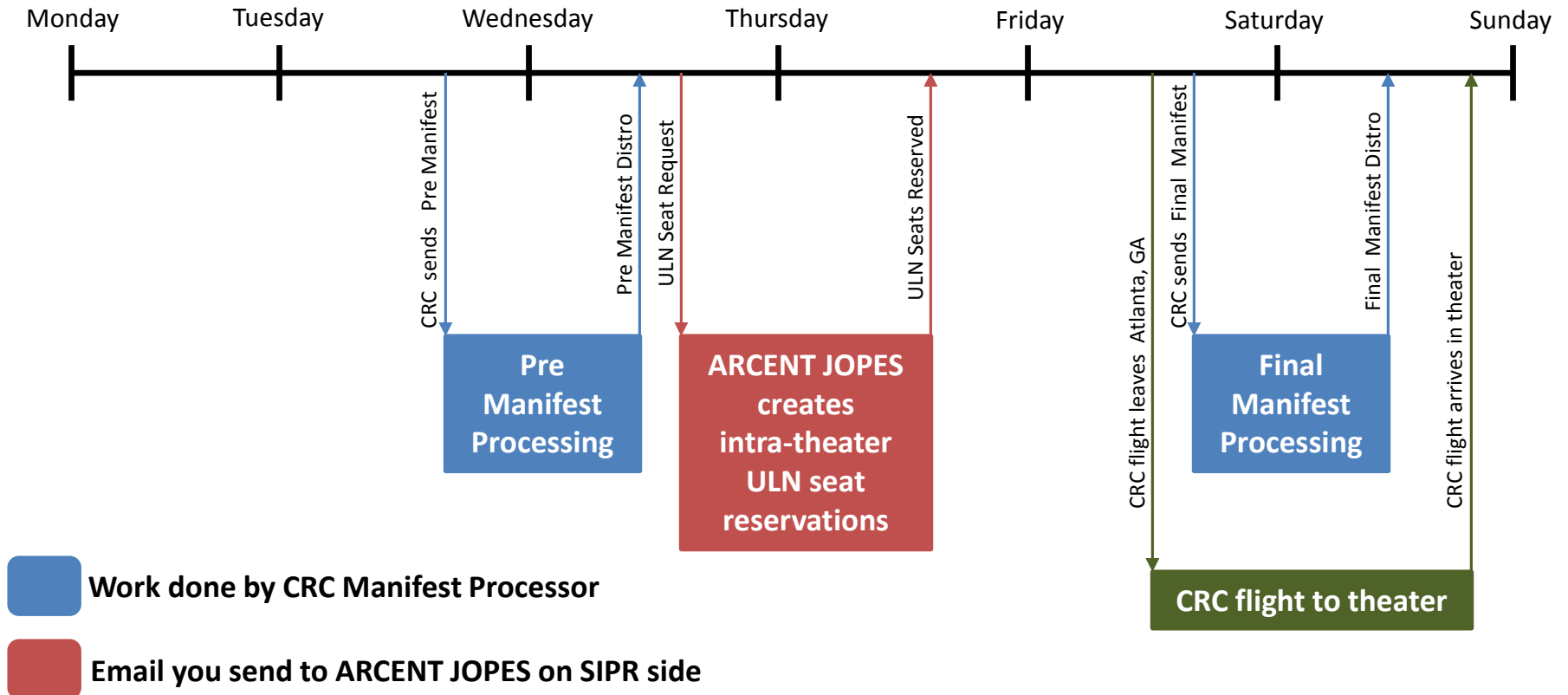


How to use CRC Manifest Processor

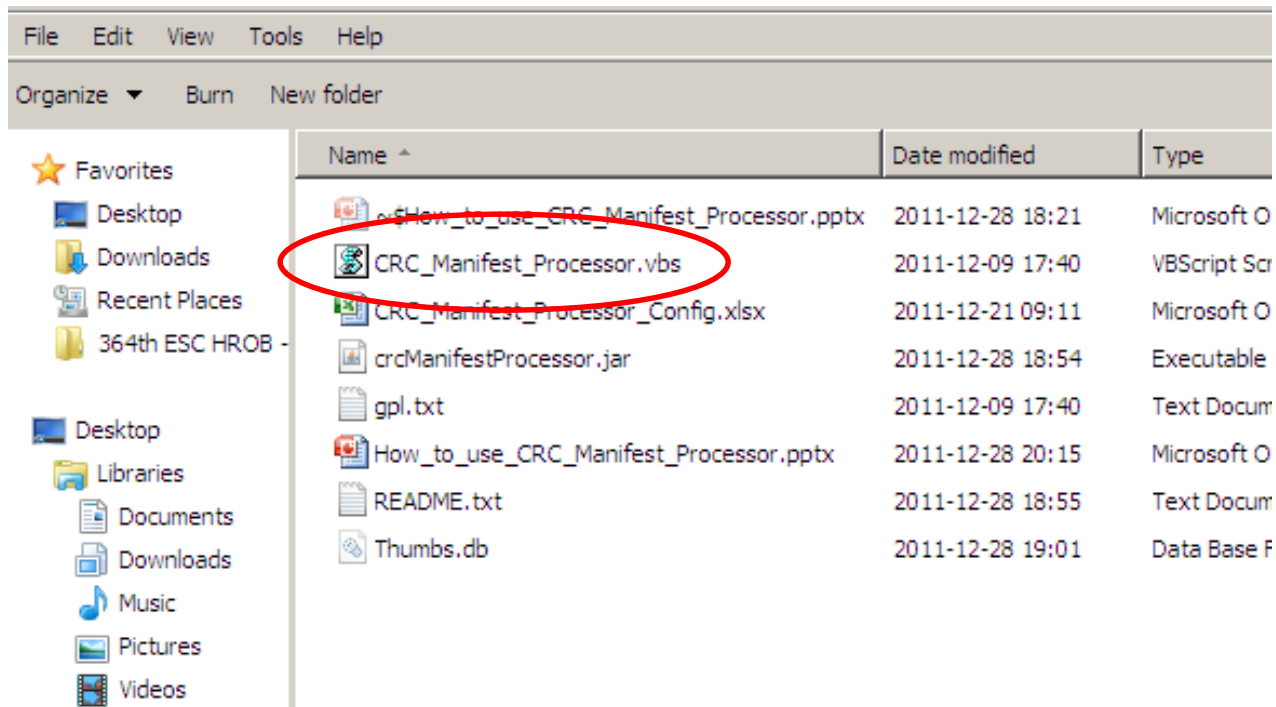
CONUS Replacement Center (CRC) Manifest Processing Timeline



Timeline in Charlie (UTC+3) time zone

How to start CRC Manifest Processor

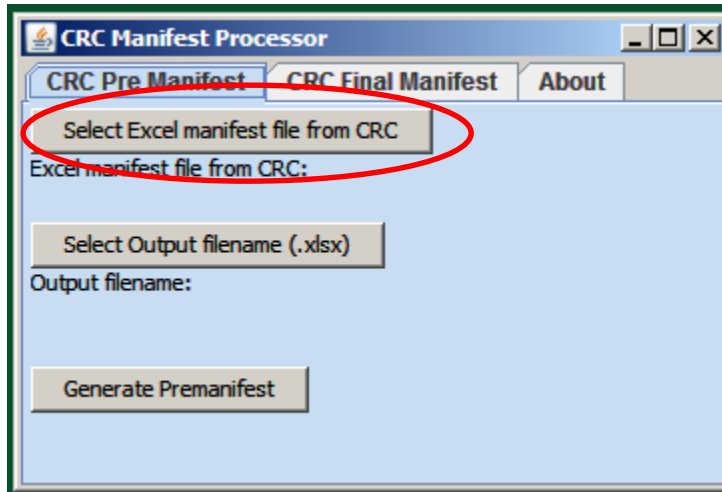
- Double-click “CRC_Manifest_Processor.vbs”



- *Your computer must have Java installed to run CRC Manifest Processor. Most computers come with Java pre-installed. If your computer does not have Java, contact your computer support team and ask them to install Java.*

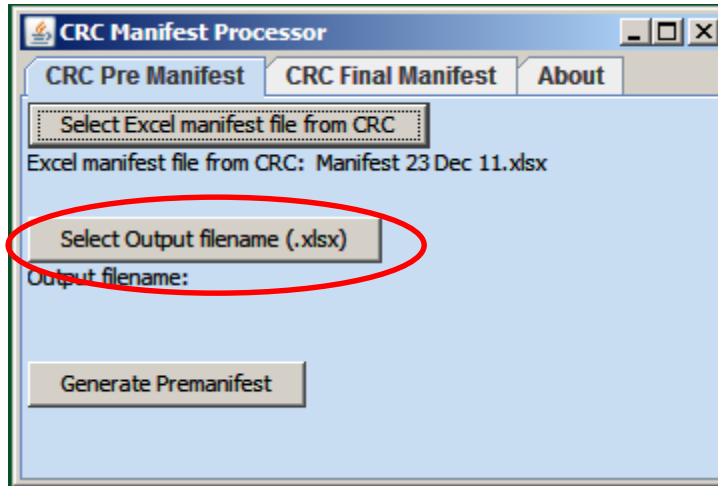
CRC Pre Manifest Processing

How to operate CRC Manifest Processor: Pre Manifest Processing



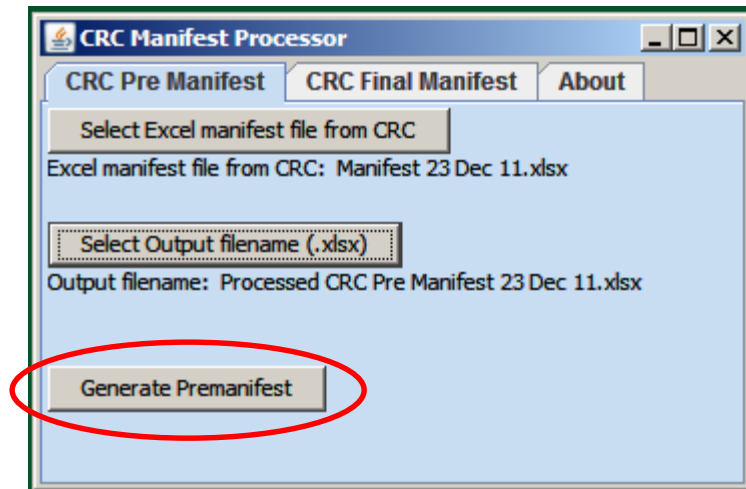
- Ensure “CRC Pre Manifest” tab is selected.
- Click on “Select Excel manifest file from CRC”
- Select **PreManifest** Excel file that the CRC sent using the dialogue box

How to operate CRC Manifest Processor: Pre Manifest Processing (2)

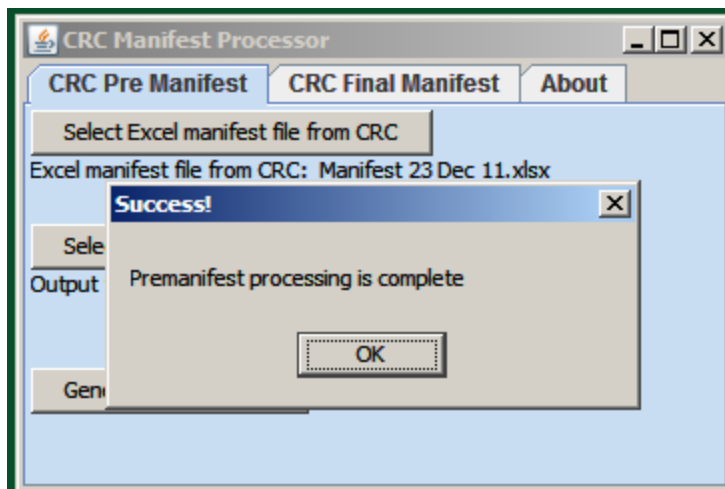


- Click on “Select Excel Output filename”
- Select desired output path and type the filename you want using the dialogue box. A suggested filename is:
Processed CRC Pre Manifest followed by today’s date.

How to operate CRC Manifest Processor: Pre Manifest Processing (3)



- Click on “Generate Premanifest”
- Processing only takes a few seconds.



- If processing is successful, a pop-up box will let you know. Click OK.

How to operate CRC Manifest Processor:

Pre Manifest Processing (4)

E	F	G	H	I	J	K
AFSC_MOS	SERVICE_BRANCH	GENDER	FINAL_DESTINATION	HUB	COUNTRY	TO_C
670A	A	M	UNKNOWN	AL UDEID	QATAR	TCRC
62A	A	M	SARKARI KAREZ	KANDAHAR	AFGHANISTAN	TCRC
42A	A	F	UNKNOWN	ALI AL SALEM	KUWAIT	
60J	A	M	BEURNAG	ALI AL SALEM	KUWAIT	TCRC
65A	A	F	SALERNO	BAGRAM	AFGHANISTAN	TCRC
	CIV	M	UNKNOWN	ALI AL SALEM	KUWAIT	TCRC
62B	A	M	SPIN BOLDAK	KANDAHAR	AFGHANISTAN	TCRC
	CIV	F	BAGRAM	BAGRAM	AFGHANISTAN	TCRC
51C	A	F	SHARANA	BAGRAM	AFGHANISTAN	
70H	A	M	BAGRAM	BAGRAM	AFGHANISTAN	
	CIV	F	BAGRAM	BAGRAM	AFGHANISTAN	
92A	A	F	BAGRAM	BAGRAM	AFGHANISTAN	
31A	A	F	BAGRAM	BAGRAM	AFGHANISTAN	
	CIV	M	BAGRAM	BAGRAM	AFGHANISTAN	TCRC
	CIV	F	BAGRAM	BAGRAM	AFGHANISTAN	TCRC
25	A	M	BAGRAM	BAGRAM	AFGHANISTAN	84J5
13A	A	M	KABUL	KABUL	AFGHANISTAN	TBA
25B	A	M	BAGRAM	BAGRAM	AFGHANISTAN	
27A	A	M	KABUL	KABUL	AFGHANISTAN	
51C	A	F	SALERNO	BAGRAM	AFGHANISTAN	
	CIV	M	PROSPERITY	BAGHDAD	IRAQ	TCRC

- Open the output file and check the HUB column of the Pre_Manifest tab.
- If you see a row with NOT_FOUND, you will need to add a new entry to the configuration (see later slides).
- If you **do not** see NOT_FOUND, the Pre Manifest is ready to send out to the email distribution list.

How to operate CRC Manifest Processor:

Pre Manifest Processing (5)

	A	B	C	D	E
1	LOCATION	MIL	DOD_CIV	Grand_Total	
2	AFGHANISTAN	31	11	42	
3	BAGRAM	17	6	23	
4	KABUL	5	1	6	
5	KANDAHAR	6	4	10	
6	UNKNOWN	3	0	3	
7	IRAQ	1	3	4	
8	BAGHDAD	1	3	4	
9	KUWAIT	5	2	7	
10	ALI AL SALEM	5	2	7	
11	QATAR	1	0	1	
12	AL UDEID	1	0	1	
13	Grand_Total	38	16	54	
14					
15					

- Look at the Pre Manifest Counts tab in the output file.
- Use the Grand Total for each Hub to create the Intra-theater ULN request email to ARCENT JOPES:

Please reserve ULN seats for this week's CRC flight:

BAGRAM: 23 seats
 KABUL: 6 seats
 KANDAHAR: 10 seats
 BAGHDAD: 4 seats
 AL UDEID: 7 seats

Thank you!

- ARCENT JOPES will email back with the ULNs and number of seats (PAX). Keep this email from ARCENT JOPES. You will need it for Final Manifest processing.

How to operate CRC Manifest Processor: Pre Manifest Processing (6)

- Send an email to the CRC Pre Manifest email distribution list:

ALCON,

The CRC Pre Manifest for this week is attached.

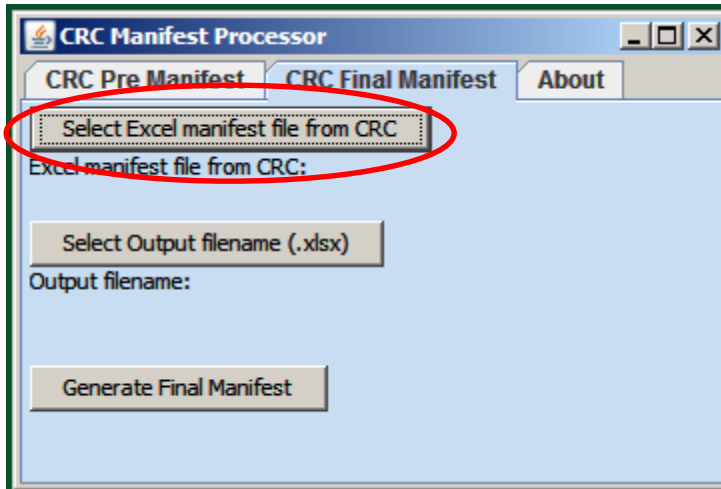
Please review and prepare for arrival of personnel coming from the CRC.

Thank you!

- Do not forget to attach the Pre Manifest output file to the email!

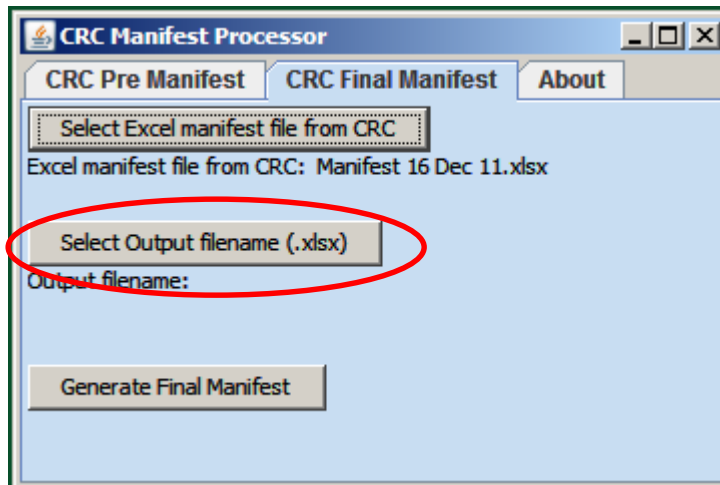
CRC Final Manifest Processing

How to operate CRC Manifest Processor: Final Manifest Processing



- Ensure “CRC Final Manifest” tab is selected.
- Click on “Select Excel manifest file from CRC”
- Select Excel file that the CRC sent using the dialogue box

How to operate CRC Manifest Processor: Final Manifest Processing (2)

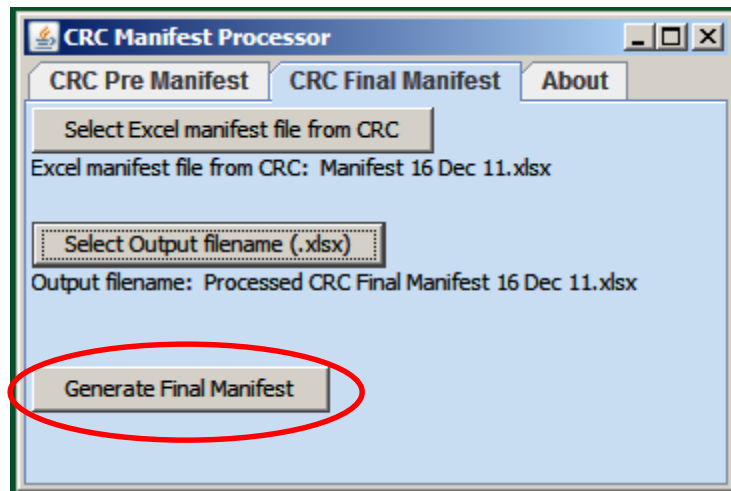


- Click on “Select Excel Output filename”

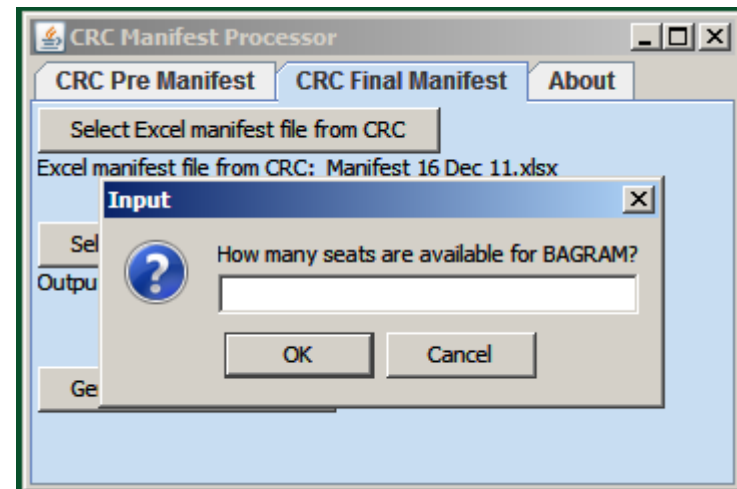
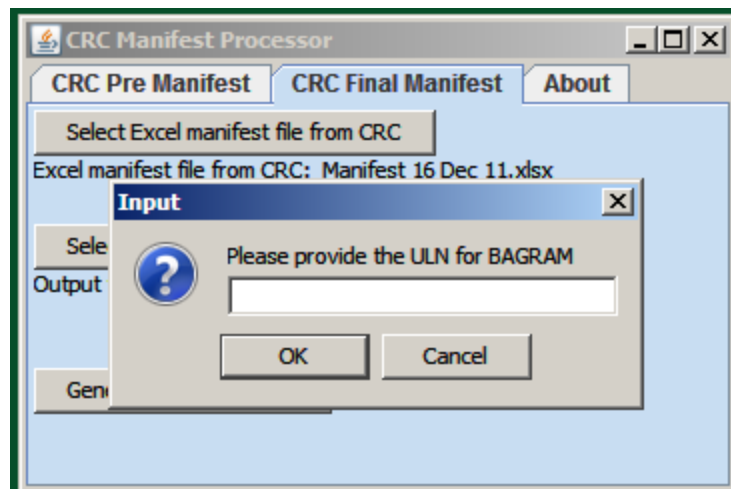
- Select desired output path and type the filename you want using the dialogue box. A suggested filename is:

Processed CRC Final Manifest followed by today's date.

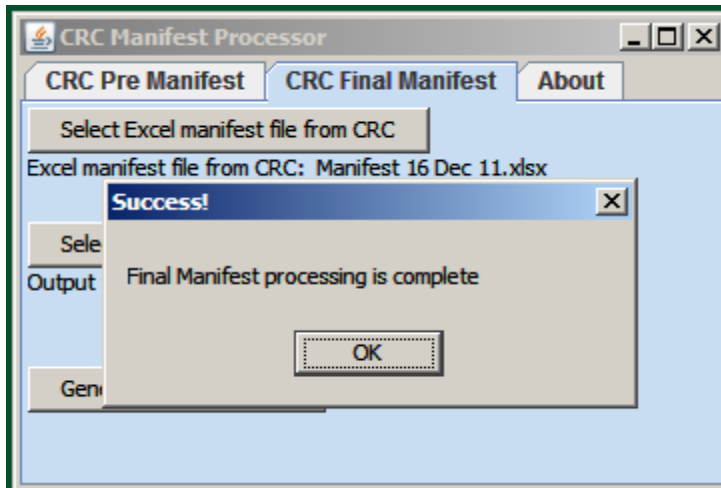
How to operate CRC Manifest Processor: Pre Manifest Processing (3)



- Click on “Generate Final Manifest”
- Several pop-up dialogue boxes will ask for the ULNs and number of seats. Use the email from ARCENT JOPES to get the ULN and number of seats (PAX) reserved for the intra-theater flights.



How to operate CRC Manifest Processor: Final Manifest Processing (4)



- Processing only takes a few seconds.
- If processing is successful, a pop-up box will let you know. Click OK.

How to operate CRC Manifest Processor:

Final Manifest Processing (5)

E	F	G	H	I	J	K
AFSC_MOS	SERVICE_BRANCH	GENDER	FINAL_DESTINATION	HUB	COUNTRY	TO_C
670A	A	M	UNKNOWN	AL UDEID	QATAR	TCRC
62A	A	M	SARKARI KAREZ	KANDAHAR	AFGHANISTAN	TCRC
42A	A	F	UNKNOWN	ALI AL SALEM	KUWAIT	
60J	A	M	BEURNAG	ALI AL SALEM	KUWAIT	TCRC
65A	A	F	SALERNO	BAGRAM	AFGHANISTAN	TCRC
	CIV	M	UNKNOWN	ALI AL SALEM	KUWAIT	TCRC
62B	A	M	SPIN BOLDAK	KANDAHAR	AFGHANISTAN	TCRC
	CIV	F	BAGRAM	BAGRAM	AFGHANISTAN	TCRC
51C	A	F	SHARANA	BAGRAM	AFGHANISTAN	
70H	A	M	BAGRAM	BAGRAM	AFGHANISTAN	
	CIV	F	BAGRAM	BAGRAM	AFGHANISTAN	
92A	A	F	BAGRAM	BAGRAM	AFGHANISTAN	
31A	A	F	BAGRAM	BAGRAM	AFGHANISTAN	
	CIV	M	BAGRAM	BAGRAM	AFGHANISTAN	TCRC
	CIV	F	BAGRAM	BAGRAM	AFGHANISTAN	TCRC
25	A	M	BAGRAM	BAGRAM	AFGHANISTAN	84J5
13A	A	M	KABUL	KABUL	AFGHANISTAN	TBA
25B	A	M	BAGRAM	BAGRAM	AFGHANISTAN	
27A	A	M	KABUL	KABUL	AFGHANISTAN	
51C	A	F	SALERNO	BAGRAM	AFGHANISTAN	
	CIV	M	PROSPERITY	BAGHDAD	IRAQ	TCRC

- Open the output file and check the HUB column of the Final_Manifest tab.
- If you see a row with NOT_FOUND, you will need to add a new entry to the configuration (see later slides).
- If you **do not** see NOT_FOUND, the Final Manifest is ready to send out to the email distribution list.

How to operate CRC Manifest Processor:

Final Manifest Processing (6)

- Send an email to the CRC Final Manifest email distribution list:

ALCON,

Attached is the CRC Final Manifest for those flying in this week.

LOCATION	Count

AFGHANISTAN	69
IRAQ	1
KUWAIT	21
QATAR	2
=====	
Total	93

Thank you!

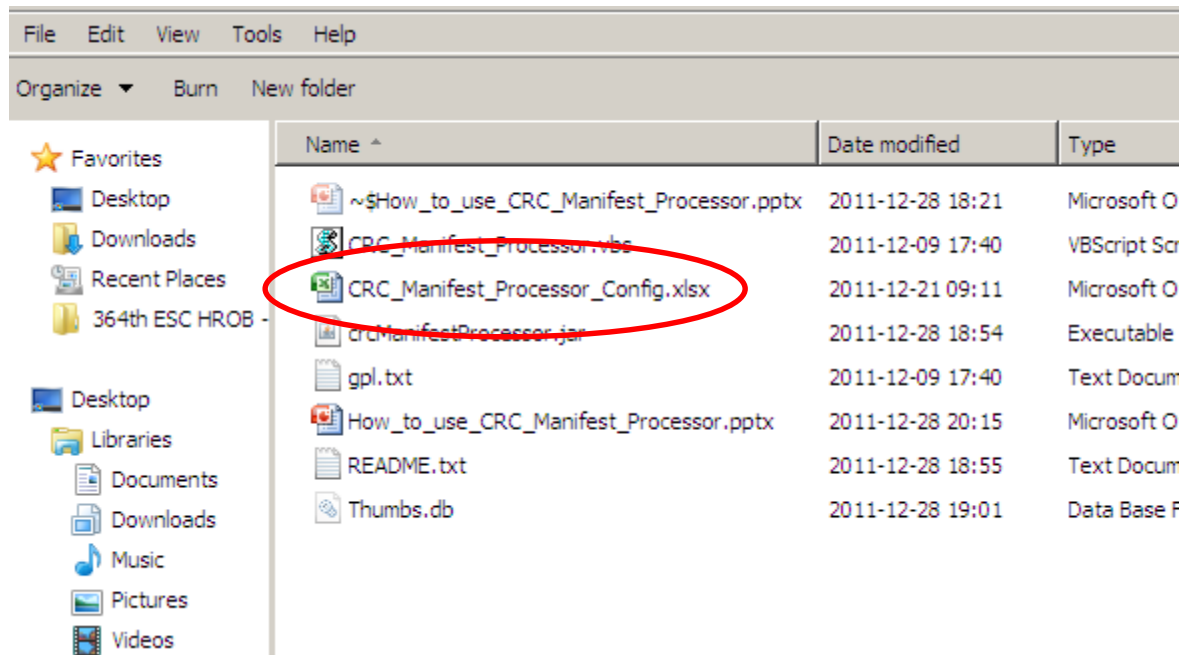
- Do not forget to attach the Final Manifest output file to the email!

Editing CRC Manifest Processor Configuration (How to fix NOT_FOUND hubs)

E	F	G	H	I	J	
AFSC_MOS	SERVICE_BRANCH	GENDER	FINAL_DESTINATION	HUB	COUNTRY	TO_
670A	A	M	UNKNOWN	AL UDEID	QATAR	TCRC
62A	A	M	SARKARI KAREZ	KANDAHAR	AFGHANISTAN	TCRC
42A	A	F	UNKNOWN	ALI AL SALEM	KUWAIT	
60J	A	M	BEURNAG	ALI AL SALEM	KUWAIT	TCRC
65A	A	F	SALERNO	BAGRAM	AFGHANISTAN	TCRC
	CIV	M	UNKNOWN	ALI AL SALEM	KUWAIT	TCRC
	CIV	M	BAGRAM	BAGRAM	AFGHANISTAN	TCRC
	CIV	F	BAGRAM	BAGRAM	AFGHANISTAN	TCRC
25	A	M	BAGRAM	BAGRAM	AFGHANISTAN	84J5.
13A	A	M	KABUL	KABUL	AFGHANISTAN	TBA
25B	A	M	BAGRAM	BAGRAM	AFGHANISTAN	
09L	A	M	UNKNOWN	ALI AL SALEM	KUWAIT	
	CIV	M	KABUL	KABUL	AFGHANISTAN	TCRC
270A	A	M	KABUL	KABUL	AFGHANISTAN	
	CIV	M	KANDAHAR	KANDAHAR	AFGHANISTAN	TCRC
12H	A	M	ENDIST NORHT	NOT_FOUND	AFGHANISTAN	
90A	A	M	SHARANA	BAGRAM	AFGHANISTAN	TCRC
25B	A	M	UNKNOWN	UNKNOWN	AFGHANISTAN	
	CIV	M	PROSPERITY	BAGHDAD	IRAQ	TCRC
42A	A	F	KANDAHAR	KANDAHAR	AFGHANISTAN	
	CIV	M	BAGRAM	BAGRAM	AFGHANISTAN	TCRC
56M	A	M	BAGHDAD	BAGHDAD	IRAQ	
21B	A	M	UNKNOWN	UNKNOWN	AFGHANISTAN	

Editing CRC Manifest Processor Configuration

- Double-click “CRC_Manifest_Processor_Config.xlsx” to open it in Excel.



Editing CRC Manifest Processor Configuration (2)

There are several tabs in the Excel workbook. The tab that is used to assign hubs based on final destination is the DestinationHubCountry Tab:

<u>FINAL_DESTINATION</u>	<u>HUB</u>	<u>COUNTRY</u>
ACS	KABUL	AFGHANISTAN
AHMAD KHAN	KABUL	AFGHANISTAN
AIRBORNE	KABUL	AFGHANISTAN
ALAMO	KABUL	AFGHANISTAN
ALTIMUR	KABUL	AFGHANISTAN
AMIR AGHA	KANDAHAR	AFGHANISTAN
ANDAR	KANDAHAR	AFGHANISTAN
APACHE	KANDAHAR	AFGHANISTAN
AZIZ ULLAH	KANDAHAR	AFGHANISTAN
BAG-E-PUL	KANDAHAR	AFGHANISTAN
BAGRAM	BAGRAM	AFGHANISTAN
BAK DC	KABUL	AFGHANISTAN
BALA BALUK	KANDAHAR	AFGHANISTAN
BALA MAGHARB	BAGRAM	AFGHANISTAN
BANDE SARDEH	KABUL	AFGHANISTAN

Editing CRC Manifest Processor Configuration (3)

Destination Hub Country Configuration

This sheet has the data that represents final destinations in theater and how passengers get to their destination. Description of the columns:

FINAL_DESTINATION: The camp, FOB, COP, base, or office where the passenger is going. This is used to determine the major air hub that the passenger will travel through and the country where the destination is found. The final destination should be unique so that there is no confusion. Sometimes there are alternate spellings for a final destination. These are found in the LocationAlias sheet.

HUB: The major air hub that is used to reach the final destination. The total number of passengers going to this hub will be used to reserve seats for intra-theater flights from the Theater Gateway to the major air hub.

COUNTRY: The country where the final destination is located.

This sheet should be checked each month against E-Channel updates. If the major air hub to a destination changes, the HUB column should be updated. If there are new final destinations, they should be added to the bottom of the list. The major air hub for new final destinations can be found using Google. Use Google to find the approximate location of the final destination and then find the nearest major air hub.

If you get a NOT_FOUND hub result in the generated manifest, it means that the final destination is not in this list (the Destination Hub Country Configuration) and will need to be added as a new final destination.

For example, suppose we get a new final destination in Jazah, Afghanistan. Search Google for "Jazah, Afghanistan". Many of the results show that Jazah is near Kandahar. Since no other air hubs are closer, put KANDAHAR in the HUB column. This means that the new entry would be:

FINAL_DESTINATION: JAZAH

HUB: KANDAHAR

COUNTRY: AFGHANISTAN

If you get a UNKNOWN hub result in the generated manifest, it means that the passenger put UNKNOWN in their final destination or left their final destination blank. If the final destination is not known, we cannot determine what major air hub, so the HUB column will be UNKNOWN. Passengers with UNKNOWN hubs will not have seats reserved on intra-theater flights and must travel by standby.

The exception to this rule is medical personnel travelling to Afghanistan. Medical personnel with UNKNOWN final destinations in Afghanistan will travel to BAGRAM to get final duty locations assigned.

Editing CRC Manifest Processor Configuration (4)

The LocationAlias tab is used to substitute alternate final destination names for the “official” final destination name that is used in the Destination Hub Country tab.

	A	B
1	<u>ALIAS</u>	<u>FINAL DESTINATION</u>
2	AL UDIED	AL UDEID
3	ARIJAN	ARIFJAN
4	BAGDAD	BAGHDAD
5	BALAD	JOINT BASE BALAD
6	BASRA	BASRAH
7	BASTIAN	BASTION
8	BASYAH	BASRAH
9	BOSTIC	BOSTICK
10	CAMP PATRIOT	KUWAIT NAVAL BASE
11	DAND PATAN	DAN PATAN
12	DAND WA PATAN	DAN PATAN
13	DASH E TOWP	DOSH TOWP
14	DASH TOWP	DOSH TOWP
15	DASH-E TOWP	DOSH TOWP
16	DASH-E-TOWP	DOSH TOWP
17	DASHT E TOWP	DOSH TOWP
18	DASHT-E TOWP	DOSH TOWP
19	DASHT-E-TOWP	DOSH TOWP
20	DEHDADI	DEH DADI
21	DIHDADI	DEH DADI
22	DOSH E TOWP	DOSH TOWP
23	DOSH-E TOWP	DOSH TOWP
24	DOSH-E-TOWP	DOSH TOWP

Editing CRC Manifest Processor Configuration (5)

Location Alias Configuration

This sheet has alternate names and alternate spellings for final destinations in theater. There are several reasons for this given below.

Reason #1: Names from other languages: Many of the names of final destinations in theater come from other languages (Arabic, Farsi, Pashtu, Urdu, etc.). Since these languages have non-Roman alphabets, we use the way the name sounds to create an English spelling for the name. In many cases there are multiple correct spellings for a location. For example, see the "other names" from this Wikipedia article:

<http://en.wikipedia.org/wiki/Khanashin>

Reason #2: Multiple names for a destination: Many of the final destinations where we work have more than one name. For example, Camp Patriot, Kuwait is also called Kuwait Naval Base.

Reason #3: Spelling Errors: Sometimes passengers deploying into theater do not know the correct spelling of their destination. Some misspellings are so common that they are worth adding to this list to prevent NOT_FOUND results.

!! IMPORTANT !!

All names in the FINAL_DESTINATION column on this sheet must have corresponding entries in the Destination Hub Country sheet. The spellings in the FINAL_DESTINATION column on this sheet must match the spellings in the FINAL_DESTINATION column of the Destination Hub Country sheet.

All of the location aliases in the manifest provided by the CRC will be replaced with the final destinations in this list.

Editing CRC Manifest Processor Configuration (6)

	A
1	MOS
2	60A
3	60B
4	60C
5	60D
6	60F
7	60G
8	60H
9	60J
10	60K
11	60L
12	60M
13	60N
14	60P
15	60Q
16	60R
17	60S
18	60T
19	60U
20	60V
21	60W
22	61A
23	61B
24	61C
25	61D
26	61E
27	61F
28	61G
29	61H

The Priority MOS tab has a list of the MOS's that are considered high priority.

Passengers with high priority MOS's are given seat reservations before passengers who do not have high priority MOS's.

Editing CRC Manifest Processor Configuration (7)

Priority MOS Configuration

This sheet has a list of MOS's that are high priority. This is usually medical MOS's, but may include other MOS's as well.

As a rule, many medical service providers (doctors, nurses, etc.) usually have short deployment orders so it is important to get them into theater as quickly as possible. For this reason, passengers with high priority MOS's will be given reserved seats before passengers who do not have a high priority MOS.

On the final manifest, if there are fewer seats available than there are passengers going to a major air hub, passengers with a high priority MOS will get the seats first.

This sheet will only need to be updated if other (non-medical) MOS's are marked as high priority or if the MOS code changes.

Editing CRC Manifest Processor Configuration (8)

	A	B
1	RANK	LEVEL
2	PV1	1
3	PV2	2
4	PFC	3
5	SPC	4
6	SGT	5
7	SSG	6
8	SFC	7
9	MSG	8
10	1SG	8
11	SGM	9
12	CSM	9
13	SMA	10
14	W01	21
15	CW2	22
16	CW3	23
17	CW4	24
18	CW5	25
19	2LT	31
20	1LT	32
21	CPT	33
22	MAJ	34
23	LTC	35
24	COL	36
25	BG	37
26	MG	38
27	LTG	39
28	GEN	40
29	Pvt	1
30	Pfc	2
31	LCpl	3

The Rank Comparison tab provides a way to compare ranks of service members of all military branches and civilians against one another.

This allows passengers to be prioritized by their rank / pay grade.

Editing CRC Manifest Processor Configuration (9)

Rank Comparison Configuration

This sheet has a list of all of the rank abbreviations for each branch of the US Armed Forces and also DoD Civilian pay grades.

Each of the ranks / rates / pay grades is mapped to a level that corresponds to a priority for travel. Higher-ranking passengers will be given priority over lower-ranking passengers unless the lower-ranking passengers have a priority MOS. (See the Priority MOS sheet.)

This sheet should not need to be updated unless there are changes in the ranks / rates of an Armed Forces service branch.

Editing CRC Manifest Processor Configuration (10)

	A
1	HUBS WITHOUT ULNS
2	ALI AL SALEM
3	UNKNOWN
4	NOT_FOUND
5	
6	

The Hubs Without ULNs tab is used to determine which hubs should *not* have a by-name roster tab created in the CRC Final Manifest.

All hubs not in this list will have their own roster tabs that show all passengers going to the hub and their priority for seats.

Editing CRC Manifest Processor Configuration (11)

Hubs Without ULNs Configuration

This sheet is a list of hubs that should not have their own tab in the generated final manifest. There are two reasons for this:

Reason #1: Hub is the Theater Gateway: Hubs that are the Theater Gateway will not need onward movement intra-theater flights. Passengers whose major air hub is the Theater Gateway will travel by ground transportation to their final destination.

Reason #2: Not really a major air hub: UNKNOWN and NOT_FOUND are not real major air hubs. UNKNOWN is placed in the HUB column for passengers who do not know their final destination in theater, so no air hub lookup is possible. NOT_FOUND is placed in the HUB column when the passenger has a final destination that is not in the Destination Hub Country Configuration. If any passengers have NOT_FOUND in the HUB column, their final destination's hub will need to be found and the Destination Hub Country Configuration will need to be updated. (See the Destination Hub Country Configuration for more details.)

Editing CRC Manifest Processor Configuration (12)

!!! IMPORTANT !!!

The CRC_Manifest_Processor_Config.xlsx file is only read when the program first starts up.

This means that if you edit the CRC_Manifest_Processor_Config.xlsx file, you will need to close the CRC Manifest Processor program and re-launch it for your changes to take effect.

The best way to fix NOT_FOUND hubs is to:

- 1) Close the CRC Manifest Processor program
- 2) Open CRC_Manifest_Processor_Config.xlsx for editing
- 3) Check the Destination Hub Country tab to see if the final destination is already present with a different spelling
 - a) If the final destination is present in the Destination Hub Country tab, put the alternate spelling that caused NOT_FOUND in the Location Alias tab.
 - b) If the final destination is not present, use Google to determine the hub and country for the final destination that caused NOT_FOUND. Add the final destination, hub, and country to the Destination Hub Country tab.
- 4) Save changes to the CRC_Manifest_Processor_Config.xlsx file.
- 5) Run the CRC Manifest Processor program
- 6) Process the manifest again
- 7) Check the output file to ensure that there are no NOT_FOUND hubs