COMPUTERIZATION OF PERSONNEL MANAGEMENT RECORDS (PMC) SYSTEM OF THE NIGERIAN AIR FORCE

BY

SANI S.I ATSU
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CERTIFICATION

I hereby certify that I have supervised, read and approved this project which I found adequate both in scope and quality for the partial fulfillment of the requirement for the award of Post-Graduate Diploma Computer Science of the Federal University of Technology Minna, Niger State.

Dr K.R Adeboye **(Project Supervisor)**	**Date**
Dr K.R Adeboye **(HOD Maths/Computer)**	**Date**
External Examiner	**Date**

DEDICATION

This project is dedicated to my father and mother **Mr and Mrs I.M Atsu** and my **sisters Mariamu, Aishatu and Sarauniya** for their parental and sisterly assistance throughout the course.

ACKNOWLEDGEMENT

My profound gratitude goes to Almighty Allah the most beneficent and merciful who has spared my life all through

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ABSTRACT

The main thrust of the project is to introduce computers in the processing of the personnel`s record system of the Nigerian Air force so as to give an accurate, more efficient, less expensive and faster method of processing personnel's records.

The program for personnel management record system of NAF has been written in Dbase iv which provides a scientific approach to the solution of management problems.

This program also gives adequate security through the use of personnel code as access key and protection device, thus ensuring strict confidence of information.

Finally, we wish to state that the program has been designed solely for the need of the NAF and extensive modification may have to be made, if any other organisation wants to adopt it for its use.

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CHAPTER ONE

1.0 GENERAL BACKGROUND

1.1 INTRODUCTION

Personnel record system is the way by which staff records are arranged or organized so that information on staff needed by management for decision making can be easily obtained. The functions performed by the staff of the personnel management centre of the Nigerian Air force include training, appointment, promotion, receiving and dispatching of mail correspondence, welfare and entertainment services as may be required by the Nigerian Air force.

In meeting the above stated routine in the NAF, record processing becomes cumbersome as it is mostly done manually and this gives rise to delays ineffectiveness and inefficiency. In addition , retrieval of statistical data is not easy and the method of up-dating each personnel record is slow. As a result, decisions are delayed. Most files are prone to damage by any physical object due to lack of good storage media.

The need for computerization therefore can not be over emphasized for it will surely enhance efficiency, reliability, effectiveness and accountability.

1.2 COMPUTER

A computer is an electronic device that is capable of accepting data , storing data , processing data and giving the output very fast and accurately. The term computer can literally be used to identify any device that calculates, initially the computer was designed as a tool to manipulate numbers and solve arithmetic problems, this can understood from the fact that the early designers were mathematicians, scientist and engineers. Computers are classified according to their size, logic, or purpose.

Those classified according to their sizes include super computers, mainframe, microcomputer and minicomputers. Those of logic are analog, digital and hybrid computer and lastly the special and general purposes computers. As for this project we shall be discussing on general purpose computer. This is made up three major parts/units namely, the input, the central processing unit and the output unit.

CENTRAL PROCESSING UNIT

Every computer system contains a unit whose purpose is to process data. This unit is the control centre of the entire computer system. It accepts data from the various input devices and processed this data according to the programmer's instruction and sends the result to the printer or other out devices for recording. This unit is usually called CPU and composed of three functional sub-units:

i. Control unit
ii. Arithmetic/logical unit
iii storage unit

The control unit controls and coordinates the activities of a computer system just as the human brain coordinates and controls the activities of the human body. In executing instruction the CU performances the following:

1. Determines the instruction to executed.
2. Determines the operation to be performed by the instruction.
3. Determines what data , if any , are needed and where they are stored.
4. Determines where any result is to be stored.
5. Determines where the next instruction is located .

The arithmetic and logic unit (ALU) performs the three basic functions of data transfer, arithmetic calculations and decision making.

THE STORAGE UNIT

This is the unit into which data can be entered, in which they can be held and from which they can be retrieved at a later time. It is also referred to as any device that can store data. The storage systems (commonly called the memory) are divided into two distinct classes: The immediate access mainstores otherwise called the storage and secondary storage.

The primary storage is the principal storage and sometimes called the "mainstore"(main memory) or " internal storage " and high speed storage ,it is most frequently called random access memory (RAM). The main memory of a computer

comprise of the RAM and the ROM (read only memory), this is as shown in figure 1.1 below.

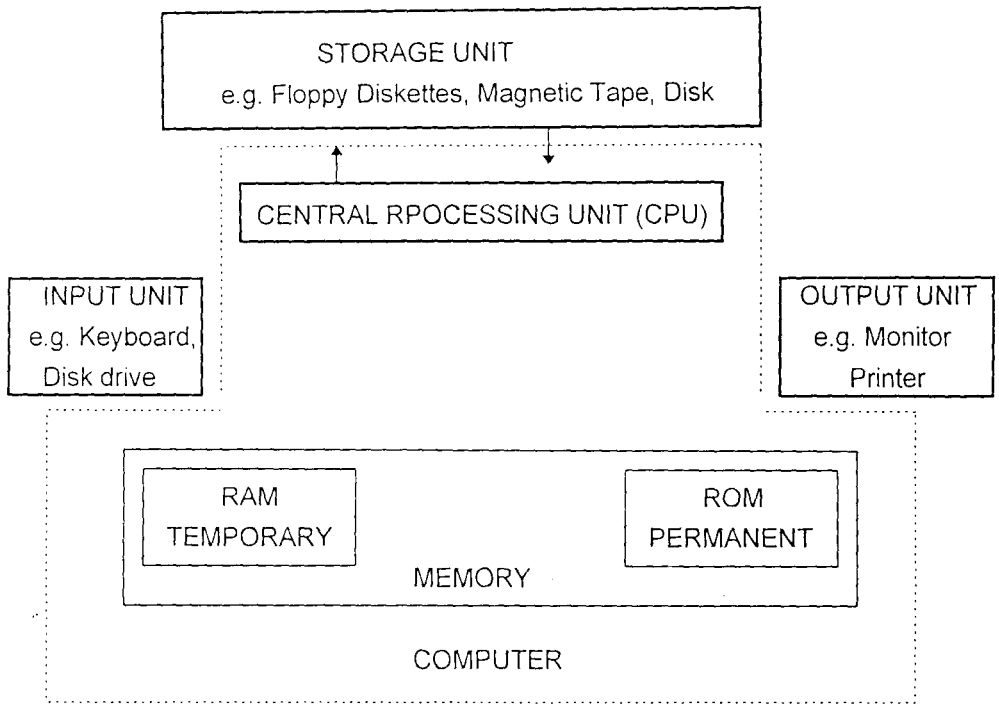

Figure 1.1: showing basic components of a computer system.

1.3 STRUCTURE OF PERSONNEL RECORD SYSTEM

Personnel record system contains a number of information, this includes:

(I) **PERSONAL DATA:** This is information about individuals such as address, age, sex, marital status, education, qualification, next of kin, etc

(ii) **APPRAISAL DATA:** These contains the regular activities with continuous assessment of employees, it embraces weakness and potentials for future development as regard career and promotion.

(iii) **EMPLOYEE DATA**:- These are important information for administrative process; for instance, data and internal correspondence.

(iv) **HOLIDAY DATA**:- These relate to data concerned with annual leave, sick leave, examination pass (leaves), maternity leave, compassionate leave.

(v) **MEDICAL DATA**:- These contain medical examination records, doctors report, fitness agreement etc.

1.4 OVERVIEW AND ACTIVITIES OF (PMC) NAF

The Nigerian Air force (NAF) was officially established by a statutory Act of Parliament in 1964 along with its Personnel Management Centre (branch):-

(a) To serve as complement to the Military Defence system of the Republic of Nigeria, both in the Air and on Land.
(b) To ensure fast versatile mobility of the Armed Forces.
(c) To provide close support for the ground of operations and to ensure the territorial integrity of united Nigeria.

The above roles of the NAF fall under two main functions i.e Air Defence and Air Transportation. Support services are also guaranteed to meet these roles. The structure of the organisation dictated by these roles and requirements is that of three major formations called Commands, all operating under a central Command and control of the NAF Headquarters in Ministry of Defence. The Nigerian Air Force is presently organized as follows:-

(i) Headquarters, Nigerian Air Force (HQ NAF)
(ii) Training Command (TC)
(iii) Logistics Command (LC)
(iv) Direct reporting unit to HQ NAF i.e Personnel Management Center (PMC).

PERSONNEL MANAGEMENT CENTRE (UNIT)

The Personnel Management Centre of the NAF is the custodia of the records of all Ranks in the NAF. It is basically responsible for the following:

(a) Maintenance of records of all personnel in the NAF.
(b) Recording and compiling of all circulars or acts affecting pay and service history of officers and men as published in unit for personnel occurrences

report, Federal gazettes, Air Force orders and policy directives received from accredited authority.

(c) Raising observation and correcting anomalies as may be contained in the above documents.

(d) Liaising with military pension and Assessment Board, Discharged personnel and Relation of deceased personnel in matters affecting their benefits.

(e) Maintenance of summary returns of personnel holding in the NAF, personnel declared Absence Without Leave (AWOL), Discharges and Deaths. Returns are also held in respect of trade classification, training and other statistical information which the HQ NAF and formation may from time to time require in respect of Manning, Career Planning and Promotion. The Personnel Management Centre of the Nigerian Air Force is split into (6) subdivisions (units) called Squadrons namely:

(i) **PERSONNEL DATA UP-DATE SQN (PDU)**

The main job of PDU Squadron is to get relevant information in respect of individuals from publications into their records of service forms. i.e records of service forms B199a for officers and B200 for Airmen. These forms are kept and maintained in Squadron in respect of each officer and man respectively.

PDU gathers its information through publication made in part II orders, Gazettes, NAF Orders, Signal messages into the B199a and B200 as it affects individuals. The PDU is responsible for updating of personnel records e.g Confidential Report, Promotion, Up-grading and Classification, birth, marriage, posting and assignments etc.

The PDU is in charge for the maintenance of all personnel records of those who are on ACTIVE LIST. Likewise the PDU is responsible for the DOCUMENTATION and Attestation of all officers and men entering the service. The PDU authenticates and forwards the B199a and B200 of the officers and men separated from the service to the Separation and Benefit Squadron. Every squadron depends on the PDU Squadron to get details of circulars on each personnel. Therefore, the PDU is described as the blood

circulating in the organisation and also the heart of the PMC NAF.

The PDU is the most important squadron for every decision-making. We have to consult the PDU because it is a DATA BANK. The PDU gives a biography of personnel in the service.

(ii) SEPARATION AND BENEFITS SQUADRON (SBS)

The SBS Squadron is responsible for the preparation of benefits and discharge certificate as they affect officers and men respectively. The SBS Squadron maintains the current reservist list and the non effective library documents of discharged and deceased officers and men in the NAF. The SBS is responsible for the accumulated leave-entitlement for officers and men, it prepares papers for officers and for their pensions and gratuity entitlement and to ensure that the documents are processed to the DMP. It also prepares letters for the issuance of discharge ID to officers and men to DAP.

The SBS issues discharge certificate to officers/men and also prepares letters for Benevolent funds to DRRR for payment to officers who are discharged on active service. Types of separations are: Voluntary discharge, Involuntary discharge, Death, Desertion, Dismissal, Medical-Unfit-Discharge.

(iii) CLASSIFICATION AND ASSIGNMENT SQN (C AND A)

The C and A is the working cell of the centre. C&A is responsible for the mustering, De-mustering, Up-grading of airmen in the NAF. It is also responsible for handling Extensions, Engagements and Re-engagements. C and A is responsible for the keeping of records of posting and movement of officers and men in the NAF.

The purpose of classification in the air Force is to ensure that the Airmen are properly classified and deployed to their proper places of work. Class is an index for selection of personnel for training, promotion and posting so as to have a high display of skills. It is also responsible for short-listing of officers/men who apply for direct and indirect discharge for onward transmission to HQ NAF.

(iv) CAREER AND PROMOTION SQUADRON (C and P)

The C and P is responsible for short listing of SNCOS to Wos and vetting of SNCOs promotion exercise. It also monitors promotion release from the HQ NAF and Commands. They ensure that training is streamlined in the whole Air Force and likewise ensure that Confidential Reports are properly written for good assessment for the promotion Board. The C and A liaise with MFS to know the number of personnel in Engineering and the number of non-tradesmen for the purpose of training.

(v) MANNING FORECAST SQN (MFS)

The MFS Squadron is responsible for the maintenance of current strength of all personnel. The Squadron is particularly responsible for compilation and submission of current personnel holding in the NAF. In addition, it maintains a list of the following:

(a) Personnel declared on AWOL.
(b) List by trades of Airmen.
(c) Manning data.
(d) Death and discharges.
(e) Promotion of officers and Airmen.

The MFS also prepares statistical data as information on the above occurrences and other matters which may from time to time be required by the HQ NAF and any formation when necessary. The manning forecast office can be described as the heart of the PMC NAF.

(vi) CIVILIAN ADMINISTRATIVE OFFICE (CAO)

The CAO is manned by civilian staff and is responsible for the general administration of all civilian personnel employed throughout the NAF.

1.5 METHOD OF PERSONNEL RECORD IN (PMC) NAF

After a meticulous survey of the personnel record system in personnel management centre of the Nigerian Air force, these facts
were gathered:

(I) Most of the process are CRUDE i.e pen, pencil trays, flat files, folders and binders in which volumes of data have to be processed by Airmen or clerks

(ii) Since the collection and entry involves recording, checking, sorting, collation. Editing and verification, are done and therefore the process is one

(iii) ERROR PRONE

(iii) It is worthy to note the (PMC) NAF has no Defined computerized system and

(iv) The Data processing by computer in PMC NAF are not efficiently done for lack of computer literacy.

1.6 BENEFITS OF COMPUTERIZATION

We begin our examinations of the way in which decision concerning the acquisitive of computing, facilities are made by looking at the reason which may prompt an organisation to consider computerization in the first place:

(a) The computer is FAST. The computers central processing unit is measured in MIPS or million of instructions per second. Even a show peripheral line printer outputs information at the rate of 200 or many characters per second.

(b) Because of the high speed BETTER SERVICE is render to personnel who find that enquiries are answered more quickly, and orders are dispatched more promptly

(c) The speed of the computer allows it to tackle Jobs which would NOT BE PHYSICALLY POSSIBLE WITHOUT IT. Operational research applications, which relies on managers being directed to those areas requiring their attention can be employed.

(d) This speed allows it deal with a huge volume of entering, editing and transactions. It can allow savings to be made in the cost of equipment and space , huge files of data can be held on magnetic tapes or disks.

(e) The computer is VERSATILE. The machine can carry out any task , provided it is told how to perform that task.

(f) Computer can be considered FLEXIBLE, in that they can be dealt with more easily, than manual systems with increased work loads.

(g) The computer is DILIGENT and RELIABLE: It will not absent itself from work due to sickness and it will not arrive late once a program has began execution , operation is automatic and no further human intervention is needed.

(h) Once programs and systems have been thoroughly tested, computer processing will be ACCURATE. Hardware malfunctions are extremely rare and usually detected by the self checking routines which are built into the machine when it is manufactured.

1.7 OBJECTIVES AND PROPOSED SYSTEM

The objectives of this project is to computerize the personnel management record system of the Nigerian Air force which includes their personal data , up-grading and promotion of the officers and Airmen of the Nigerian Air force.

The main purpose of studying the existing (or proposed system) personnel record system of the NAF is also to evaluate the information generated from the system and see how it can be improved by automation. It will also pave way to establish the foundation for designing and implementing a better design which will solve the defect of the existing

system.

1.8 SCOPE AND LIMITATION

In personnel management centre (PMC) of Nigerian Air force as a case study , the data processing is mostly done manually. The job involved is detailed and enormous. As a result of these , a lot of file handling is involved .It also reveals that movement of these files and their processing are time consuming. Beside files occupy large storage spaces in the file cabinet, in accuracies occur during processing and considering the number of many hours being used, it is obviously cost ineffective.

Inability to retrieve accurate statistical information such as the total number of Officers and Airmen in the NAF. Causes a lot of problem and the manual method of updating Officers/Airmen's record is tedious and usually error prone. This is as a result of going through each file jacket, counting the number of soldiers consecutively. However in the light of the enumerated limitation of scope of the analysis and design of new system for personnel management centre of the Nigerian Air force will only cover the promotion ,upgrading, recruitment, sort, edit and modification of the filing system of these records and finally it is only limited to Nigerian Air force at all branches of the organisation.

CHAPTER TWO

2.0 BACKGROUND INFORMATION ON PERSONNEL MANAGEMENT

2.1 LITERATURE REVIEW

Management involves the co-ordination of materials and human resources in order to achieve an organisation's goals and objectives. It is also concerned with creation of an environment where people can work and to operate with themselves so as to attain their goals.

Sola Aina (1992) viewed that employees constitute the most important resources of any organisation and that the success of any organisation depends solely on efficient and effective use of its human resources. It therefore, can be said that personnel management is the responsibility of specific unit called personnel centres or department .

According to B.A Fubara (1995) the term personnel management as it is generally called is used to describe the functions of management primarily concerned with what is commonly called " HUMAN FACTOR". B.A Fubara defines personnel department as a division within the management structure that has to do with people at work and their relationships within an enterprise.

Personnel management aims at efficiency and profitability of an enterprise or organisation.

Olusola Aina (1992) once again defined personnel management as an important function that is concerned with the careful selection and placement of anew employ, and the development, and effective utilization of existing ones in order for the employee to attain is potential for the purpose of achieving the organisational goals and objectives.

Olusola and Fubara state that the attainment of organisational goals and objectives depends on the proper management and effective utilization of human resources.

Among others who wrote on personnel management are Wole Adewumi, Peter Blunt and O. Popoola. Wole Adewumi (1988) wrote on an introduction to business management while Peter Blunt and O.Popoola wrote on personnel management in Africa (1995). Wole's view was the same with Fubara and Olusola (1988).

2.2 SCOPE OF PERSONNEL MANAGEMENT INFORMATION SYSTEM

The scope of personnel management can be discussed under the availability of the packages on our market which provide basic facilities for the records of employees. such records are names, sex, date of birth, address, salary, allowances, first appointment and present appointment.

Personnel information management system should have the capacity for keeping track of all employees from the initial application for employment throughout the employee's working life to their retirement time in the organisation.

A good computerized personnel information management system should contain or have the following:

(i) **personnel records:** This relates to identification data, current and historical data on salary/allowances.

(ii) **Manpower planning and industrial relations:**

The system should be able to hold data to assist management in decisions making and in planning for alternative strategies which would be held for normal administrative purposes.

(iii) **Training records**:

(iv) Data relating to each employee's qualification , skill and experience. The system should also hold details of external and internal courses.

(iv) **Pension records:** The system should maintain all the details of service entitlement of employees.

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(iv) **Pension records:** The system should maintain all the details of service entitlement of employees.

(v) **Recruitment:** The details of all vacancies and applicants should be held by the system. The status of each vacancy and of each applicant should be indicated.

2.3 THE BEST APPROACH ON PERSONNEL MANAGEMENT

The best approach on personnel management for an organisation is determined by the following:

(i) The nature of the organisation
(ii) The structure of the organisation
(iii)The state of the system development within the organization
(iv) The budgets size.

For a system to meet up with the above, there are some basic requirements that must be fulfilled. These include:

(a) Maintenance of confidentiality of data
(b) The flexibility of the designed system
(c) The data within the system must be easily accessible
(d) The system must be easy to use
(e) The system must be on - line system

CHAPTER THREE

3.0 SYSTEM ANALYSIS AND DESIGN

3.1 SYSTEM ANALYSIS

System analysis in computer environment is defined as the method of determining how best to use computers with other resources to perform task which meet the information needs of an organisation. System analysis is also concerned with converting the objective of management as far as information and data are concerned into methods that are amenable to processing by computer. System analysis is link between management and software/hardware of computing.

The objectives or aims of system analysis are to examine the system carefully in order to analyse the strength and weakness, to determine information needs and the best method by which weaknesses of the existing system can be resolved or achieve.

At this stage the requirements of the system is specified and feasibility study is conducted so as to evaluate its operational, economical and technical considerations.

After the analysis, the following points emerge:

(a) The type of administrative work to be carried out by each personnel.

(b) How work or information is presented for processing .

(c) The break-down of data processing and managerial administrative work load.

3.2 SYSTEMS DESIGN

System design is the process of planning, replacing or complementing and existing system. The first step towards system design is the identification of system requirement and this is followed by the formulation of design alternatives, that is , the recommendation or strategies of designing a new system.

3.3 PROBLEM DEFINITION AND SUGGESTION TO PROBLEM DEFINITION

The major problems faced by personnel management centre of the Nigerian Air force are as follows:

1. No procedural manual

The procedural manual is old, there is no update on the procedures and therefore personnel have no guide to job specification.

2. Delay.

There is always delay whenever information is required from the personnel. At this point they begin to check cabinet to search for the particular record and this often delays the efficiency of the personnel and ineffectiveness of the management.

3. Error.

Because data are not taken to the error handling unit before it is stored, the personnel record contains series of errors which cannot be easily identified or detected until such information is needed for official purpose.

4. Storage.

The method of storage is not encouraging. Information is stored in file jackets and folders which can easily be damaged.

5. Tediousness.

These manual method becomes tedious to those Airmen or personnel involved, whenever there are large data or information to process and retrieve.

6. Insecurity.

Having carefully gone through samples of their records, their information is not secured. This is because they carry the files from one table to another and from one office to another. Most of them do not handle the record carefully to the extent that some are misplaced and also altered.

SUGGESTIONS TO PROBLEM DEFINITION

We therefore ascertain that when the following is implemented on a full scale, it would rectify or remove the present problems being faced by the personnel Management Centre of the Nigerian Air Force (PMC NAF).

(a) In this regard we considers the viability of computerizing the Personnel Management of the NAF whereas the cost of maintenance (cost and benefit analysis) will be put into consideration.

(b) The type of hard and software (large memory) e.g. with capacity of 386k and memory of 640k, 80MB HDD, speed of 38MGHZ and disk drives of 3.5, 5.25.

(c) Environment to site the computer and personnel or clerks to be involved should be put into consideration.

3.4 FEASIBILITY STUDY

This is to determine whether a solution to the problem is feasible. Feasibility is important so as to prevent wasting of time, effort and economy. The research methodology adopted in this project includes interview to reveal some of the inherent problems and weaknesses of the existing system. The second method used is the direct observation of the system. The system is assessed, the new forms and new procedures are determined.

3.5 ANALYSIS OF THE FACTS

After a careful feasibility study of the system the following results of the analysis emerges:

(I) **CAPABILITY**:

The existing personnel management of NAF is incapable of handling records and processing requirement.

(ii)**ACCESSIBILITY**:

During the collection of data, it was observed that the information required to accomplish an objective in a useful form was not readily available and when available, was not accessible.

(iii) **ECONOMY**:

The present personnel management system is very uneconomical. Therefore more economical methods can be adopted to minimize the cost of running the system.

(iv) **FLEXIBILITY**:

Since the establishment of NAF, there has been increase in personnel strength and it is anticipated that the increase will be canteens with time . The current system might not be able to meet up with the increase in the volume of work to be done , therefore there is need for adjustment.

(v) **EXISTING SYSTEM**:

With the computerization of the personnel management system of the NAF, it is expected that some facilities and personnel of the present system could be incorporated in the procedure.

3.6 DESIGN OF THE NEW SYSTEM

In designing of the new system, that is input and output design. The following specifications are followed in the design.

(i) Input specifications
(ii) Output specifications
(iii) File specifications
(iv) Processing specifications

3.6.1 INPUT SPECIFICATION

In designing a computerised personnel management record system of the Nigerian Air force, the following input data or information are used :

1. Personal data record
   (i) personnel NAF service Number. This is a particular key to each officer/men, that is every officer/men of the NAF has a unique personal file number that is used to process their record.
2. Name
3. Nationality
4. State of origin
5. Local Government Area
6. Date of birth
7. Marital status
8. Sex
9. Unit/Unit code
10. Date of enlistment into the NAF
11. Date of last promotion
12. Qualification
13. Rank
14. Trade (NAF TRADE)
15. Higher institutions attended
16. Date attended higher institution.

3.6.1 OUTPUT SPECIFICATION

In designing the new system, the following output reports are required:

1. The overall list of Officers/Airmen of the NAF
2. Nominal roll of each of the four commands
3. Nominal roll of each unit
4. Annual returns
5. Emolument record
6. Discharge record (retirement)
7. Awol record(leave without pass)
8. Leave pass record
9. Training record

The appropriate medium to be used for our output is a Laser printer for printing reports referred to as "hard copy" and a visual display unit (VDU) or monitor for on-line viewing .our personnel management record system therefore should be able to display information via printed sheet and visual display unit (VDU).

3.6.3 FILE DESIGN/SPECIFICATION

File creation: Personnel management centre (unit) deals with different categories of personnel, Officers, Airmen, Airwomen and Civilians whose records must be processed for effective administration. Records of these personnel are grouped together in files, each file holding records of the same type. The functions of a file in a data processing system depends on the role of its records within the operational environment and also on the possible inter-relationship of the file with any other file in the system.
In developing this system, a master file was created.

3.6.4 MASTER FILE This is the file containing records for the running of the system. we use the information in personal data form to create the master file. This file contains information about officers and men of the NAF. The master file can be updated

and maintained from time to time thus ensuring that changing a master file to reflect the latest information contained in the database is known as updating of a master file.

Data files are created in order to facilitate data input, process and output. In this system the database file created is the master file called " PERSONNEL DATABASE " The file contains the different fields and width for data entry, process and output. For proper storage and easy accessibility, the data are organised as follows:

(I) FIELD NUMBER: The number of the field in the Database
(ii) FIELD NAME: Names of the fields in the Database
(iii)FIELD TYPE: Character, Number, Data, Logical and Memo
(iv) FIELD WIDTH: Length of each field in the Database
(v) FIELD DECIMAL: Number of decimal places for numerical field.

CHAPTER FOUR

4.0 SOFTWARE DEVELOPMENT AND IMPLEMENTATION

4.1 SOFTWARE DEVELOPMENT

The aim of software development is to design a new system that helps to achieve the goals and objectives of the organisation, and to overcome its shortcoming and the limitations of the existing system.

In developing the new system, the major considerations is the requirements of the end user. For instance, the personnel Unit and those responsible for proper and smooth co-ordination of Data/work flow within the organisation. In addition to considering the user's requirements, much more detailed specification (input and output) file processing have also been considered in terms of system development and communication link between the users and the computers for good understanding by persons who are not knowledgeable about computers, as well as other individuals who are computer literate.

4.2 SYSTEM IMPLEMENTATION

System implementation is the process of taking a system and placing it into operation such technique as program evaluation and review technique can be used to schedule the new project. System implementation involves:

a. INSTALLATION: Installation is the process of physically placing the computer equipment on the site and making it operational. After the system is installed, several tests are performed by the manufacturer to ensure that the equipment is operating as it should.

b. CONVERSION: This is the process of changing from old to a new system. There are four processes:

(i) Parallel running: The operation of Old and New system are operated in parallel.

(ii) Direct Change Over: The operation of Old system is replaced by the new system.

(iii) Pilot Approach: The working version of the system is implemented in one part, if the organization base on the feedback, charges are made and the system is installed in the rest part either all at once or gradually.

(iv) Phase-in method: This is the gradual process of changing from old to new system.

(c) TESTING: Once the program has been written, it will have to be tested, if there is an error, a syntax error message is passed through the computer diagnosis or scanning (operating system). The next thing is to ascertain the logic of the program that will produce the desired output from input, although this is not an easy task. More details about program testing is explained in (4.2)

4.3 DBASE IV

Dbase iv is an advanced version of dbase that provides full relational database environment to users. Dbase iv organises data into database file and a database file is a collection of related records.) It is a form of a two dimensional table consisting of a number of rows and columns. Database is a centrally located, consolidated file which holds data relating to either the whole of an organisation's operations or data relating to a major operational area. They are known as databanks, they utilise the concept of integrated file. Each application no longer has its own file instead, each system users has

the same common database. Each item is held once and needs updating once only when it changes, and can be retrieved. Access can be made to database which is held on a direct access storage medium using terminals.

In an environment which supports a large database, certain file processing operations are performed and they include:

(i) File creation (Creation of input files or from other files.
(ii) File validation (Checking entries to ensure its error free)
(iii) File maintenance (Insertion, deletion, replacement of files without arithmetic operations involved)
(iv) Sorting of items according to some key .
(v) Data retrieval(obtaining a particular record or a set of information from a file.)
(vi) Report generation.

One of the major attraction of a Database language is the ease with which management can obtain specific information from the database via terminals. Request can be formulated fairly or clearly and can also make a combination of keys in the retrieval process.

4.4 SYSTEM TESTING

It is important to detect errors in programs and systems as early as possible, so as to reduce the cost of correcting them .As we know users have great confidence in systems which have been thoroughly tested.

To test a newly written system, dummy data which contains correct and invalid items should be used and the expected result determined. The data must be carefully devised so as to check the accuracy of each program, to test the compatibility of all programs with one another and to test interfaces between the computer and clerical aspects of the overall system.

The following personnel should be involved in the creation of test data:

(i) The user department (unit)
(ii) The system analyst
(iii)The programmers
(vi) The auditors.

When testing the system, the following items should be examined:

1. Details of all output files, both transactions and master files.
2. Details of all output files
3. Printed reports from all stages of the processing
4. Screen (VDU) displays.

All output must be meticulously checked against anticipated result, to ensure that the system is behaving exactly as specified. Any discrepancies will need to be examined, so that the cause can be determined. Amendments will then need to be made to the program (s) and consequently the documentation will have to be altered to reflect the changes. when the systems analyst and his group are satisfied with the result of systems testing and believe that the system is robust, the process then terminates.

4.5 CHOICE OF FILE ORGANISATION AND PROCESSING TECHNIQUES

The way a file is organised depends on the storage medium used and the way the file is to be processed. Criteria that affect the choice of a file's organisation are operations to be performed on the stored data, such as storing, updating and retrieving, and also operational constraints, such as, how fast a record needs to be retrieved.

The file's organisation can either be Sequential, Random or Indexed sequential:

(i) RANDOM FILE ORGANISATION

Individual records are stored randomly, without any particular sequence of " key field ". No general rules are applied to the retrieving (accessing) of files , rather an index

is developed to indicate the location of the file. This is used only on the magnetic disk (Not magnetic tape). Random file organisation is faster, and saves time and the insertion/deletion of records is straight forward.

(ii) **SEQUENTIAL FILE ORGANISATION**

A sequential file is simply a serial file with records sorted in a certain order (ascending or descending order) depending on a sort key. Records in sequential files are stored physically one after the other but in this case , they are logically ordered on a key. Sequential file organisation is mostly used when master files are to be stored and updated by transaction files. Sequential file organisation has a quicker access time than the serial organisation.

(iii) **INDEXED SEQUENTIAL FILE ORGANISATION**

Indexed sequential file organisation is widely used in many applications .This organisation provides a great deal of flexibility since a file can be either accessed directly or by index. An indexed sequential file organisation is stored on a directly access storage medium and consist of two major distinct areas which are: a. **THE INDEXED AREA:** This area contains all the indexes associated with the files.

b. **THE PRIME (OR HOME) AREA:** This is the main storage area for the file's record.

4.6 HOW THE SYSTEM WORKS

The program for the system consist of the main menu: these are personal data, promotion, up-grading and discharge and other files namely; Report Generation, annual performance report, nominal roll and sub-menu such as add, modify and deleting of records.

(a) At C> (Prompt)

Type: NAFPMRS

This will automatically load into the computer the computerisation of personnel management record system of the Nigerian Air Force. The user ID and password module

will request for the password from the user. IF the password is correct, the user will be allowed into the working environment and "**WELCOME TO THE PERSONNEL MANAGEMENT RECORD SYSTEM OF THE NIGERIAN AIR FORCE**" is displayed on the screen.

(b) At the Dot Prompt

Type DO Menu and press the enter key. DbaseIV will execute the program file called MENU.PRG: This provides the user with the main menu consisting of listed choices from 1-5 including Exit to Dot in a rectangular box at the center of the screen called opening menu.

EXIT TO DOS:- If option 5 is chosen, the menu program will quit and passes returns to dos prompt.

ADD.PRG:- This choice enables the user to add new records to the Data base.

MODI PRG:- This choice also enable the user to modify or effect changes to the existing records in the database file. The program display a text to be modified and pause for the user to input record/data.

DELETING OF RECORDS:- The program to delete a record looks familiar with that of modify. The program search the Data base file for the record or corresponding record to be deleted. The text "Delete this record (Y/N)" will be displayed at the bottom of the record. So the user then enter the appropriate option either Yes or No.

REPORT GENERATION:-The report generation menu has four options viz: (i) Nominal roll of each unit

(ii) General nominal roll of NAF

(iii) Nominal Roll for each command

(O) EXIT.

4.6.1 GENERAL OPERATING INSTRUCTIONS

The package is Interactive and USER friendly. The following steps are given as guide lines to enable a NOVICE in Dbase iv use the package.

Step 1: switch on the system, switch on the printer and insert continuous form field paper. The C >prompt is displayed on the screen.

Step 2: Change the directory to Dbase iv by typing in CD DBASE\SANI\NAFPMRS at the C >prompt, press the enter key. DBASE> is displayed on the screen implying that the user is in the DBASE IV\SANI\NAFPMRS directory

Step 3: Type DBASE IV and enter to be able to use the Dbase Commands.

Step 4: Press the ENTER key to go to the assist menu of Dbase iv, press the " ESC " key, this brings the user to the Dot prompt

Step 5: Insert the system diskette in drive B and set default to B by typing in " SET DEFAULT TO B ". The user can now use the disk drive for running the package.

Step 6: Type in " DO NAFPMRS " which brings the user into the main menu of the package. The user can then choose any option to be implemented.

4.7 FLOWCHART

This is a method representing operations with symbols and the sequence of execution of operations in information processing.

There are two flowcharts in this section.

4.7.1 SYSTEM FLOWCHART

System flowchart is one which gives an overall view of a data processing system . It does this by showing:

(i) The tasks carried out within a system, either by manual means or by the computer .

(ii) The devices and media used to hold the files entered and are output from the system , as well as those used as working files within the system.

(iii) **4.7.2 PROGRAM FLOWCHART**

The program flowchart represents the program symbolically.

Program flowchart can be represented by the following :

a. Personnel record

b. Personnel suitable for upgrading/mustering

c. Personnel due for promotion

d. Personnel due for discharge (retirement).

The program is menu driven in that each module is run by calling the option (choice) number (see figure 1.3

Appendix A).

MODULE 1

This program is used for general report of personnel who are presently in the unit .

MODULE 2

This program uses the master file, it searches the promotion database for all personnel (Officer/Men) who are due for promotion and upgrading . It retrieves their records from the master file and then sends them as output to the printer device.

MODULE 3

This program computes for personnels who are due for discharge (retirement).

CHAPTER FIVE

5.0 DISCUSSION ON RESULTS

5.1 ANALYSIS OF RESULTS

The new system (i.e. Computerised Personnel Record System of NAF) has facility for back-up file against unauthorised users. This allows for more than one copy of a file or a program, that is files on hard disks are copied to serve as backups so that the other copies can still be accessed.

The computerised personnel record of NAF has logging facility via USERS ID number. This program protects data in a network against other users as they cannot tamper with data or information stored in the computer memory with this ID number.

There is also protection through the use of "password". This is a situation where all users of computerised record system of NAF have its separate "password" with which to access their information or records from a file. the new system also has sub-directory protection through "password" for example DR-DOS provides a file called PASSWORD.EXE, which prevents other users from gaining access to the protected sub-directory. There is also the facility that makes it possible for database file to be encrypted so that the data in it is converted to coded values.

The approaches so far analysed above shows a lot similarities
and differences while one, the existing system and the other represent computerised personnel record system of NAF and each of the two has its distinct characteristics features that distinguishes it from each other.

Having viewed and analysed the features, and advantages of each, we can safely conclude without contradiction that the computerised (New System) is better than the old (existing) one.

5.2 DOCUMENTATION

The key to easy maintenance of a system design is standard, accuracy and complete documentation.

Documentation is therefore a means of gathering information on a particular project for record purposes. In order words documentation is the description of a program in the proper form for users and to enhance maintainability.

In data processing organisations, changes occur after a system or program has been in operation. The efficiency of updates and possible conversion of a system and program will depend considerably upon the adequacy and maintenance of the systems documentation. Also the historical record provided by standard documentation can serve as a valuable pool of experience in the development of the system.

Personnel management record system of the Nigerian Air Force has been properly documented in this study. It takes a look at what the system itself is all about. The purpose, scope, design of various steps, file conversions specifications and security embedded on the system were documented. However, the documentation will have the following advantages:

(i). It expresses the overview of the entire project describing the general purpose of the system and the formation available .

(ii). It narrates the input and output used and provides an insight of the system.

(iii). It also provides for the narratives of every file in the system describing the sequence of creation and update of file and forms.

(iv). It enlists the systems flowchart and program which describes all procedure or series of steps used in the processing of data

(v) It describes the computer system peripheral and software "DBASE iv"

(vi). It also enlists the project implementation.

The main purpose of documenting the personnel management record system of the Nigerian Air Force is for effectiveness and reference of records against future system.

5.3. CONCLUSION AND RECOMMENDATION

Perhaps the most fundamental factor in a computer based personnel record system is its objectives. The objectives of the Nigerian Air Force computer based personnel record system are:

(i). To handle effectively and economically all insertions deletions into all files maintained by the system.

(ii). To validate all inputs into the system, so as to ensure that only authorised persons may have access to the system.

(iii). To generate well documented and easily understandable reports.

(iv). To maintain all files related to personnel .

(v). To allow for frequent dumping of the system or backup storage and security of all files maintained by the system.

(vi). To achieve personnel's objectives, for instance goals of interest to the Nigerian Air Force and personnel which are necessary to produce all services, taking into consideration all personnel's conditions.

Having designed and implemented a computer based personnel record system it is necessary to check for the usefulness of that system. To do this, we have to analyse how many of the objectives listed above have been to handle effectively and economically all inputs, amendments and deletion into all the files maintained by the system.

The system is able to properly incorporate test, merit, evaluation, appraisal and benefit such that for any personnel, it determines if individual is due for promotion, upgrading, mustering, discharging (retirement) and due for entitlement etc.

The system is also able to present all result in form of document or reports for the personnel (officers and men of the NAF) which are easily understandable. Such reports include:

(i). Personnel Annual Performance report in personnel file
(ii). Acceptance or rejection of report
(iii). Personnel appraisal report

The system is well documented and easily understandable to all USERS, the file can be stored on direct access storage device (DASD) such as diskette. It is able to accept and display output on VDU. Based on these facts, we recommend that personnel management centre of the Nigerian Air force should be computerised for the purpose of:

(a) Solving existing problems e.g lost of files
(b) Security of records
(c) Quality of records
(d) Neatness of the record and many more advantages attached to it. In line with this, personal computers, are recommended for the Organisation.

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APPENDIX A

PROGRAM FLOWCHART

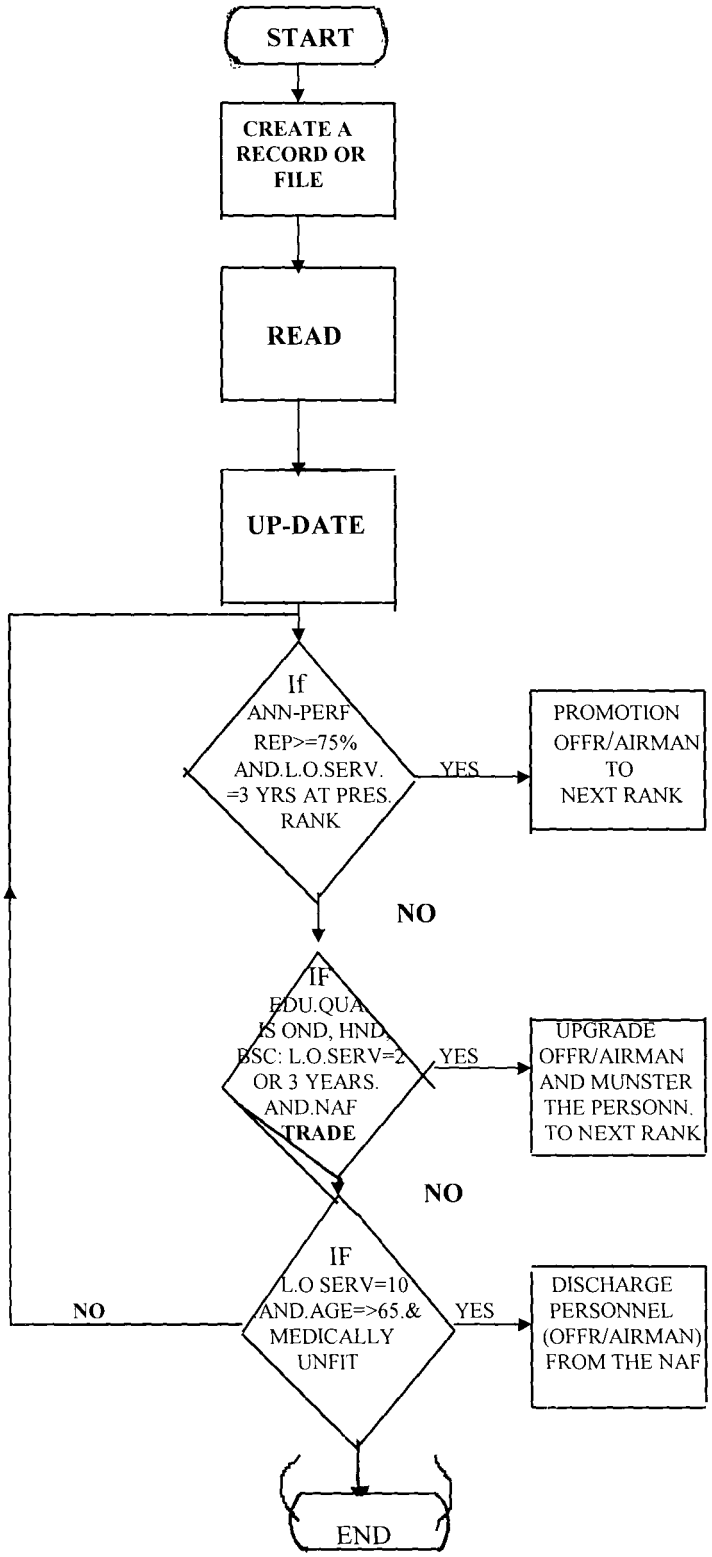

FIGURE 2

MAIN PROGRAM FOR GENERATING REPORT

(3 MAIN PROGRAMS) FOR PERSONNEL MANAGEMENT OF NAF

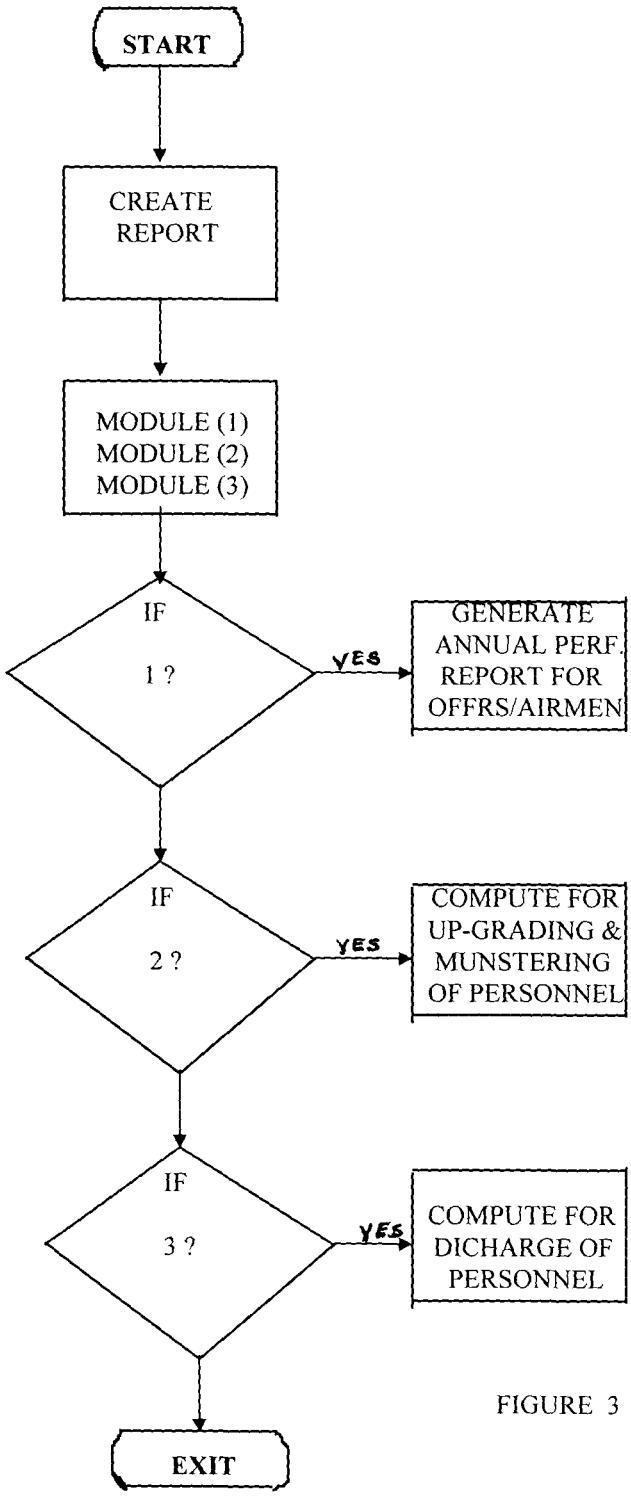

FIGURE 3

SYSTEM FLOWCHART FOR NIGERIAN AIR FORCE

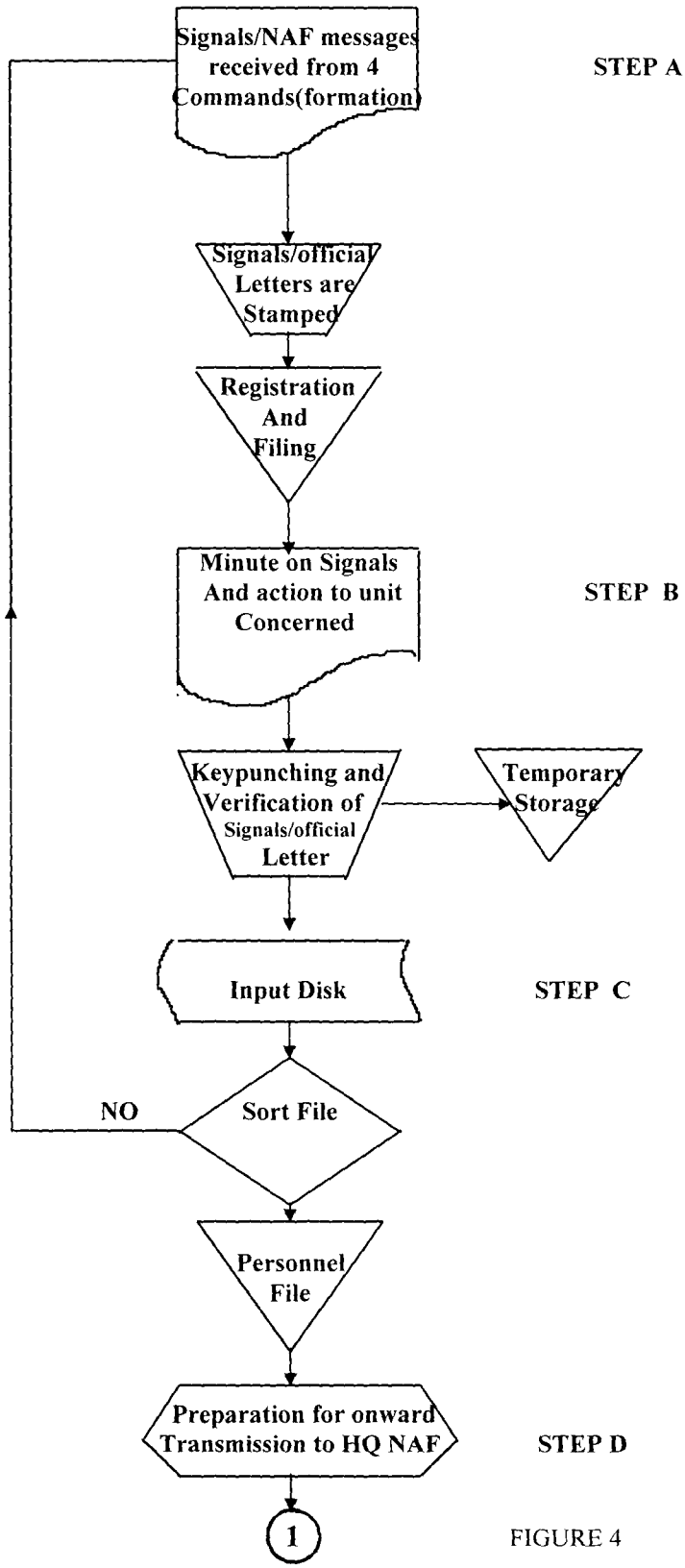

FIGURE 4

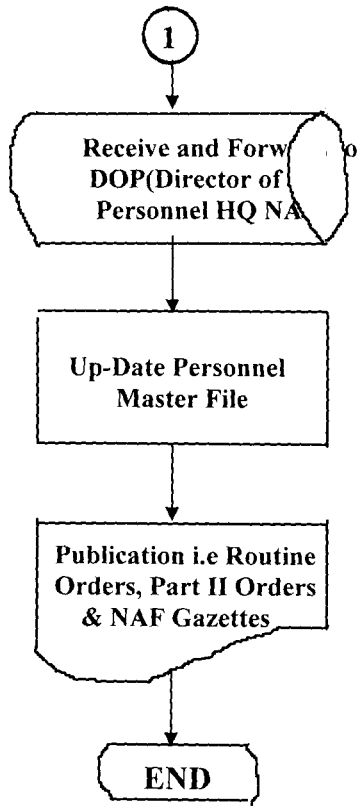
1
Receive and Forw o
DOP(Director of
Personnel HQ NA
Up-Date Personnel
Master File
Publication i.e Routine
Orders, Part II Orders
& NAF Gazettes
END

FIGURE 4

APPENDIX B

```
*********************************************************
* ACCESS TO PROGRAM                                     *
* ASSIGNS ACCESS PRIVILEDGE TO USERS                    *
* THIS PROGRAM SERVES AS SECURITY OR AN                 *
* ACCESS PRIVILEDGE TO THE NEW SYSTEM                   *
* (COMPUTERISATION OF RECORD SYSTEM OF THE              *
* NIGERIAN AIR FORCE)                                   *
*********************************************************


** THIS PART TAKE IN DATABASE ADMINISTRATOR & PASSWORD **
SET ECHO OFF
SET STATUS OFF
SET CONSOLE OFF
SET SCOREBOARD OFF
@ 22,1 CLEAR
@ 22,1 TO 24,50
@ 23,6 Say "PRESS THE ESCAPE KEY TO ABORT/CANCEL"
STORE SPACE(8)TO MUSERID
@ 10,20 TO 13,50 DOUBLE
@ 11,22 Say "ENTER USERID"
SET CONSOLE OFF
ACCEPT TO MUSERID
IF LEN(MUSERID) = 0
        RETURN
        ENDIF
@ 12,22 Say "ENTER PASSWORD"
ACCEPT TO MPASSWORD
IF LEN(MPASSWORD) = 0
        RETURN
        ENDIF
        STORE MUSERID TO FUSERID
        STORE MPASSWORD TO FPASSWORD
        SET CONSOLE ON
        SET COLO TO R
@ 15,30 Say "WAIT"
        SET COLO TO G
        CALL FROM = 1
        FAKE = 0
        *DO CHECK DIGIT WITH MUSERID,CALLFROM
        IF CALLFROM = 2
        FAKE = 1
@ 23,1 CLEAR
WAIT "UNSUCCESSFUL...WRONG CHECK DIGIT PRESS ANY KEY"
```

```
CLEAR
ENDIF
** CHECK DIGIT VALIDATED TO BE CORRECTED
        IF FAKE = 0
        SET COLO TO R
@ 15,30 Say "WAIT"
        SET COLO TO B
        DO PASSENC WITH MPASSWORD
        DO PASSENC WITH MUSERID
        USE ACCESS INDEX ACCESS
        SEEK MUSERID
        IF FOUND( )
        MACCESSPRIV = ACCESSPRIV
IF.NOT.(PASSWORD = MPASSWORD.AND.MACCESSPRIV = "00")
FAKE = 1
@ 23,1 CLEAR
WAIT "UNSUCCESSFUL...PASS/ACCPRIV PRESS ANY KEY"
        CLEAR
        ENDIF
        ENDIF
IF FAKE = 1
USE TRAIL INDEX TRAIL
MTIME = TIME( )
MDATE = DATE( )
USE TRAIL INDEX TRAIL
APPEND BLANK
REPLACE FAKE USERID WITH FUSERID,FAKEPASS WITH FPASSWORD
REPLACE TIMETRIED WITH MTIME,DATETRIED WITH MDATE
CLEAR ALL
RETURN
ENDIF
CLEAR ALL
```

```
**********************************************************************
* **********************************************************************
* * THIS PROGRAM SHOWS THE COMPUTERISATION OF                          * *
* * THE PERSONNEL MANAGEMENT RECORD SYSTEM  OF                         * *
* * THE NIGERIAN AIR FORCE.                                           * *
* * WRITTEN BY: SANI S.I ATSU:B.tech (PHY/ELECTRONICS ENGINEERING).*  *

* * REGISTRATION NUMBER  PGD/MCS/092/96                               * *
* * PROJECT SUPERVISOR DR K.R ADEBOYE(HOD)                            * *
* * DEPARTMENT OF MATHS/COMPUTER SCIENCE                              * *
* * FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA. NIGER STATE.             * *
* **********************************************************************
**********************************************************************

SET STATUS OFF
SET SCORE  OFF
SET ECHO   OFF
SET EXACT  ON
SET DEBUG  ON
SET STALK  OFF
CLEAR
SET COLO TO W/R
@ 15,10 Say **************************************************
@ 17,10 Say * HEADQUATERS                                      *
@ 20,10 Say * PERSONNEL MANAGEMENT CENTRE                      *
@ 22,10 SaY * NIGERIAN AIRFORCE                                *
@ 24,10 Say * IKEJA-LAGOS                                      *
@ 26,10 Say **************************************************
@ 28,10 Say
@ 30,10 Say
STORE 0 TO CHOICE
SET COLO RG
@ 38,10 MAIN MENU
@ 40,10 *********
@ 44,10 (1) PERSONAL DATA OF OFFICER/MEN
@ 46,10 (2) PERSONNEL DUE FOR PROMOTION
@ 48,10 (3) PERSONNEL DUE UPGRADING
@ 50,10 (4) PERSONNEL DUE FOR DISCHARGE
@ 52,10 Say (5) PERSONNEL ANNUAL PERFORMANCE REPORT
@ 54,10 Say (6) exit
@ 56,10 Say PLEASE ENTER A CHOICE[1,2,3,4,5,6]'[]'
@ 58,10 Say get choice "!"
DO CASE
 CASE CHOICE = "1"
  DO PERSONAL DATA
```

```
CASE CHOICE ="2"
 DO PROMOTION
  CASE CHOICE="3"
   DO UPGRADING AND MUNSTERING
    CASE CHOICE="4"
     DO DISCHARGE
      CASE CHOICE="5"
       DO ANNUAL PERFORMANCE REPORT
        EXIT
        ENDDO
        ENDCASE
        CLOSE DATABASE
        CLOSE ALL
```

```
*********************************************************
*                                                       *
*  PROGRAM FOR PERSONAL DATA                            *
*********************************************************
SET STATUS OFF
SET ECHO OFF
SET DEBUG ON
SET DATE BRITISH
DO WHILE .T.
CHOICE = " "
DATE = CTOD (" /  / ")
CLEAR
SET COLOUR TO WG/RB
@ 1,2 TO 24,75 Double
@ 2,30 Say ENTER NAF SERV-NUM
@ 2,47 GET NAF-SERV-NUM "99999"
READ
@ 3,7   Say "THE PERSONAL DATA"
@ 4,7   Say ******************
@ 5,10  Say SURNAME
@ 6,10  Say OTHERNAME
@ 8,10  Say RANK
@ 9,10  Say DATE OF BIRTH
@ 10,10 Say STATE OF ORIGIN
@ 11,10 Say NATIONALITY
@ 12,10 Say PERMANENT ADDRESS
@ 13,10 Say POSTAL ADDRESS
```

```
@ 14,10 Say MARITAL STATUS
@ 15,10 Say NUMBER OF CHILDREN
@ 16,10 Say REFEREE
@ 17,10 Say UNIT
@ 18,10 Say POST HELD
@ 19,10 Say ANNUAL SALARY
@ 20,10 Say QUALIFICATION
@ 21,10 Say PENSION CODE
@ 22,10 Say DATE OF ENLISTMENT
@ 23,10 Say LENGHT OF SERVICE
@ 24,25 Say AGE
@ 25,35 Say SEX
@ 26,40 Say NAF TRADE
        WAIT " "
        SKIP
        ENDDO
        CLOSE Database
        RETURN
```

```
** PROGRAM TO PROMOTE PERSONNEL WHO ARE DUE FOR        *
** PROMOTION AFTER 3YEARS AT EACH RANK AND HAS          *
** 3 ANNUAL PERFORMANCE REPORT, SCORING NOT LESS THAN *
** 75%                                                  *
        STORE 0 TO NAF SERV-NUM
        USE PROMOTION
        DO WHILE .T.
        CHOICE = " "
        CLEAR
        SET COLO W/B+
        YEAR OF ENLI = YEAR (DAT-ENLI)
        STORE (NEW YEAR-ENLI YEAR) TO L-O-SERV
        IF L-O-SERV >= 3
        IF ANN-PERF-REP >= 75%
@ 1,2 TO 19,75
@ 2,30 Say "ENTER SERV-NUM"
@ 2,47 GET NAF SERV-NUM PICT "99999"

READ
@ 3,28  Say PROMOTION
@ 4,28  Say *********
@ 8,6   Say SURNAME
```

```
@ 8,39  Say OTHERNAMES
@ 9,6   Say ADDRESS
@ 10,6  Say COMMAND
@ 11,6  Say UNIT
@ 11,38 Say POST HELD
@ 12,6  Say MARITAL STATUS
@ 12,38 Say DATE ENLISTED
@ 13,6  Say LENGTH OF SERVICE
@ 14,6  Say NAF SERVICE NUMBER
@ 15,6  Say STATE OF ORIGIN
@ 15,38 Say NATIONALITY
@ 16,6  Say QUALIFICATION
@ 16,38 Say LAST RANK
@ 17,6  Say PRESENT RANK
@ 18,38 Say ANNUAL SALARY
@ 19,6  Say NAF TRADE
        WAIT
        CLEAR
        SKIP
        ENDIF
        ENDDO
        RETURN
```

```
*********************************************************
* THIS PROGRAM LIST THE PERSONNEL (OFFICERS/AIRMEN)      *
* DUE FOR UP GRADING & MONSTERING.                       *
* THE CRITERIA IS BASE ON THER PERSONNEL WHO HAS         *
* SERVED UP TO TWO OR THREE YEARS AND HAS EDUCATIONAL    *
* QUALIFICATION OF DIPLOMA (OND,HND) AND BSC ARE         *
* UPGRADED AND MUSTERED.                                 *
*********************************************************
 ?
 ?
CLEAR
STORE O TO NAF- SERV - NUM
USE UPGRADING
DO WHILE .T.
CHOICE = " "
SET COLOUR W/B+
YEAR OF ENLI = YEAR (DATE-OF-ENLI)
STORE (NEW YEAR-ENLI-YEAR) TO L-O-SERV
```

```
IF(EDU-RECORD = "OND," "HND" "BSC" .AND.(L-O-SERV = 2)
.OR. (L-O-SERV=3)
ANN-SAL1 = ANN-SAL+AMOUNT
NP-HELD = NP-AFTER UP-GRADING
REPLACE ANN-SAL WITH ANN-SAL1
@ 1,2 TO 22, 75 DOUBLE
@ 3,30 SaY "ENTER NAF-SERVICE NUMBER"
@ 3,47 GET NAF SERVICE NUMBER
Read
@ 7,10  Say " DUE FOR UPGRADING AND MONSTERING"
@ 8,10  Say * * * * * * * * * * * * * * * * * *
@ 10,10 Say SURNAME
@ 10,37 Say OTHERNAMES
@ 12,10 Say UNIT
@ 14,10 Say OLD POST HELD
@ 16,10 Say NEW POST HELD
@ 18,10 Say NEW ANNUAL SALARY
@ 20,10 Say NAF SERVICE NUMBER
@ 22,10 Say RANK
@ 24,10 Say NAF TRADE
@ 26,10 Say QUALIFICATION
        WAIT
        CLEAR
        ENDIF
        SKIP
        ENDDO
        RETURN
```

```
************************************************************
* THIS PROGRAM PRINTS THE NAMES OF PERSONNEL DUE           *
* FOR DISCHARGE (VOLUNTARY OR INVOLUNTARY) DISCHARGE *
* THE CRITERIA ARE BASED ON THE FACT THAT ANY              *
* PERSONNEL THAT HAS SERVED UP TO 10 YEARS OR MORE         *
* AND SIXTY FIVE YEARS OF AGE, BAD RECORDS,OLD AGE         *
* MEDICALLY UNFIT ARE DISCHARGED FROM THE NAF              *
************************************************************
?
?
```

```
Set scoreboard off
```

```
Set talk off
Set Debug on
Clear
Set colo TO B+
STORE O TO NAF-SERV-NUM
DO'WHILE .T.
CHOICE = " "
New Date = CTOD ("/  /")
YEAR OF ENLI = YEAR (DATE-ENLI)
STORE (NEW-YEAR-YEAR) TO L-O-SERV
IF (L-O-SERV >= 10YEARS). AND. (AGE >= 65 YEARS)
@ 1,2 TO 23,75 DOUBLE
@ 3,30 Say "ENTER NAF SERVICE NUMBER"
@ 3,47 GET NAF-SERV-NUM PICT "99999"

READ
@ 6,22  Say DISCHARGE
@ 7,22  Say * * * * *
@ 10,5  Say PENSION CODE
@ 10,23 Say NAF SERV-NUM
@ 10,48 Say RANK
@ 12,5  Say NAF TRADE
@ 12,30 Say SURNAME
@ 15,5  Say OTHERNAMES
@ 15,30 Say AGE
@ 17,51 Say MARITAL STATUS
@ 17,41 Say POSITION HELD
@ 20,50 Say UNIT
@ 21,50 Say STATE OF ORIGIN
@ 22,5  Say LOCAL GOVERNMENT AREA
@ 23,51 Say MANAGEMENT
@ 24,51 Say * * * * * * *

        WAIT "  "
        CLEAR
        ENDIF
        SKIP
        ENDDO
        RETURN
```

```
*********************************************************
* PROGRAM NAME : OVERALL NOMINAL ROLL PROGRAM     *
* MENU FOR OFFICERS/MEN OF THE NAF PERSONNEL      *
*********************************************************
SET TALK OFF
SET STATUS OFF
SET ECHO OFF
DO WHILE .T.
CHOICE = "  "
@ 4,10  TO 20,49 DOUBLE
@ 6,21  Say OVERALL NOMINAL ROLL MENU
@ 5,19  TO 7,30
@ 9,15  Say (A) TOTAL LIST OF AIRMEN
@ 4,15  Say (B) TOTAL LIST OF OFFICERS
@ 13,15 Say (C) NORMINAL ROLL OF EACH UNIT
@ 15,15 Say (D) EXIT
@ 17,15 Say SELECT YOUR CHOICE --- ? (Y/N)
@ 18,15 Say GET CHOICE PICT "!"

READ
DO CASE
 CASE CHOICE = "B"
  DO OFFICERS
   CASE CHOICE = "C"
    DO NOR.ROL. UNIT
     CASE CHOICE = "D"
       EXIT
        ENDCASE
         ENDDO
          RETURN
```

```
*********************************************************
* PROGRAM NAME : OVERALL NOMINAL ROLL FOR NCOS     *
* (AIRMEN)                                        *
*********************************************************
SET STATUS OFF
SET TALK OFF
USE NORMINAL ROLL
DO WHILE.T.
SET COLO TO B/W
CHOICE = " "
```

```
STORE O TO R
@ 2,2  TO 23,78 DOUBLE
@ 4,49
@ 3,27 TO 5,54
@ 7,10 Say `TODAY'S DATE'
@ 7,23 Say  DATE ( )
@ 9,4  Say `NAF SERV-NUM, SURNAME, OTHERNAME, UNIT
@ 9,5  Say  RANK, NAF TRADE
        R = 10
        SET FILTER TO NAF TRADE GRADE < 6
        GO TOP
        DO WHILE .NOT.EOF ( )
@ R,3  Say NAF SERVICE NUMBER
@ R,11 Say SURNAME
@ R,24 Say OTHERNAMES
@ R,42 Say UNIT
@ R,48 Say RANK
@ R,54 Say NAF TRADE
@ R,60 Say LOCAL GOVERNMENT
@ R,66 Say STATE OF ORIGIN
@ R,71 Say TRIBE
        R = R + 1
        IF R = 21
@ 22, 18 Say " PRESS ANY KEY TO CONTINUE LISTING NOMINAL ROLL
SET CONSOLE OFF
WAIT
R = 10
@ R,3 CLEAR TO 22,77
        ENDIF
        SKIP
        ENDDO
        SET FILTER TO
        WAIT
        EXIT
        ENDDO
        RETURN
```

```
**********************************************************
* PROGRAM NAME : OVERALL NOMINAL ROLL OF OFFICERS *
**********************************************************
SET STATUS OFF
SET TALK OFF
USE NORMINAL ROLL
DO WHILE .T.
CHOICE = ( )
CLEAR
STORE 0 TO R
@ 2,2 TO 23,78 DOUBLE
@ 4,29 "OVERALL NOMINAL ROLL OF OFFICERS
@ 3,27 TO 5,54
@ 7,10  Say "TODAY DATE"
@ 7,23  Say DATE ( )
@ 9,4   Say "NAF SERVICE NUMBER,SURNAME,OTHERNAMES,
@ 9,5   Say RANK, NAF TRADE
@ 11,24 Say STATE OF ORIGIN
        R = 1
        SET FILTER TO NAF TRADE GRADE >6
        GO TOP
        DO WHILE .NOT.OF()
@ R,3  Say NAF SERVICE NUMBER
@ R,11 Say SURNAME
@ R,24 Say OTHERNAME
@ R,42 Say UNIT
@ R,54 Say RANK
@ R,60 Say NAF TRADE
@ R,66 Say LOCAL GOVERNMENT AREA
@ R,71 Say STATE OF ORIGIN
        R = R + 1
        IF R = 21
@ 22,18 Say "PRESS ANY KEY TO CONTINUE LISTING THE NOMINAL ROLL OF
OFFICERS
        SET CONSOLE OFF
        WAIT
        SET CONSOLE ON
        R = 10
@ R,3 CLEAR TO 22,77
        Endif
        Skip
        Enddo
        Set.Filter to
        WAIT
        EXIT
```

```
        Enddo
        RETURN


*********************************************
*PROGRAM NAME : UNITS NORMINAL ROLL       *
*FOR (OFFICES/AIRMEN (NCOS))              *
*********************************************
SET STATUS OFF
SET TALK OFF
SET ECHO OFF
USE NOMINAL ROLL
DO WHILE .T.
MUNIT = SPACE (17)
@ 12,20 Say "ENTER UNIT NAME " "GET MUNIT PICT "!"
Read
CHOICE = " "
STORE 0 TO R
@ 2,2 TO 23,78 DOUBLE
@ 4,29 Say "UNIT NORMINAL ROLL FOR OFFICER/AIRMEN"
@ 3,23 TO 5,58
@ 7,10 Say "TODAY'S DATE"
@ 7,23 Say DATE ( )
@ 9,4  Say "NAF SERV-NUM,SURNAME,OTHERNAME,UNIT,RANK
@ 9,5  Say NAF TRADE
        R = 0
        SET FILT TO UNIT = MUNIT
        GO TOP
        DO WHILE.NOT.EOF( )
@ R,3 Say  NAF SERVICE NUMBER
@ R,11 Say SURNAME
 R,24 Say OTHERNAME
 R,42 Say UNIT
 R,54 Say RANK
 R,60 Say NAF TRADE
 R,66 Say LOCAL GOVERNMENT AREA
 R,71 Say STATE OF ORIGIN
 R = R+1
IF R = 21
@ 22,18 Say "PRESS ANY KEY TO CONTINUE LISTING NOMINAL ROLL OF THE
UNIT"
        SET CONSOLE OFF
```

```
        WAIT
        SET CONSOLE ON
@ R,3 CLEAR TO 22,27
        endif
        enddo
        set filter to
        WAIT
        EXIT
        ENDDO
        RETURN
```

```
*************************************************************************
* PROGRAM MENU FOR ADDING,MODIFY AND DELETION OF PERSONNEL'S *
* RECORD                                                                *
*************************************************************************
        DO WHILE.T.
        CLEAR
        SET COLO TO WG/RB
@ 1,4 CLEAR TO 4,70
@ 1,4 TO 4,70 DOUBLE
@ 3,20  Say "PROGRAM MENU"
@ 5,8   Say "PERSONNEL'S ENTRY FORM"
        STORE SPACE (1) TO CHOICE
        SET COLO R+/N
@ 5,4 TO 23,69
@ 5,4 TO 23,70
@ 22,17 TO 24,58
@ 10,20 Say "ADD RECORD (6)"
@ 12,20 Say "MODIFY RECORD(7)"
@ 14,20 Say "DELETE RECORD(8)"
@ 16,20 Say "EXIT(8)"
@ 21,18 Say "PLEASE ENTER A CHOICE(6,7,8,9)( )"
@ 21,50 Say GET CHOICE PICT "@!"
        READ
        DO CASE
        CASE CHOICE = "6"
        DO MODIFY RECORD
        CASE CHOICE = "7"
        DO MODIFY RECORD
```

```
        CASE CHOICE = "8"
        DO DELETE RECORD
        CASE CHOICE = "9"
        CLEAR ALL
        EXIT
        OTHERWISE

 @ 23,10 Say "WRONG CHOICE NUMBER + "CHOICE+"ENTERED"
     WAIT
     ENDCASE
     ENDDO
     SET COLO TO
     RETURN
```

```
**********************************************************
*  ADD RECORD                                            *
*  PROGRAM TO ADD RECORD                                 *
**********************************************************
DO WHILE .T.
CLEAR
SET DATE BRITISH
CLOSE DATA
USE ATSU1
CLEAR
MFILE NUMBER=0
STORE SPACE(12) TO NAF SERVICE NUMBER
STORE 0 TO
MNAME,MOTHERNAME,MSERV-NUM,MQALIFICATION,MRANK,MUNIT
MDATE=CTOD("/  /")
DO WHILE .T.
CLEAR
@ 10,65 GET FILE-NUMBER PICT"99999"
Read
IF FILE NUMBER=00
Clear
RETURN
Endif
Clear
```

```
**********************************************************
* MODIFY                                                 *
* PROGRAM TO MODIFY PERSONNEL'S RECORD                   *
**********************************************************
USE ATSU2
DO WHILE.T.
MFILE NUMBER = 0
MSERIAL NUMBER = 0
SET COLO TO R+
@ 11,8 TO 13,70
@ 12,10 GET MFILE NUMBER PUT "99999"
Read
IF MFILE NUMBER = 0
Clear
WAIT
ENDIF
GO TOP
LOCATE FOR FILE-NUMBER = MFILE-NUMBER
LOCATE FOR MSERIAL NUMBER = MSERIAL NUMBER
IF .NOT. FOUND()
CLEAR
SET COLO TO B
@ 10,20 Say " INVALID NUMBER, TRY ANOTHER PLEASE"
@ 13,20 Say "  "
  WAIT
  CLEAR
  ENDIF
**CHECK TO SEE IF THE RECORD EXIST**
 IF FOUND( )
 STORE F-NUM TO MF-NUM
 STORE SERIAL NUM TO MSERIAL NUM
 STORE SURNAME TO MSURNAME TO MOTHERNAME
 STORE RANK TO MRANK
 STORE QUALIFICATION TO MQUALIFICATION
 STORE NAF TRADE TO MTRADE
 STORE STATE TO MSTATE
 STORE DATE TO MDATE
 ENDIF
 CLEAR
 MFILE-NUM = FILE NUMBER
 MSERIAL-NUM = SERIAL NUMBER
 MSURNAME = SURNAME
 MOTHERNAME = OTHERNAME
 MRANK = RANK
 MQUALIFICATION = QUALIFICATION
```

```
 MTRADE = TRADE
 MSTATE = STATE OF ORIGIN
 MDATE = DATE
SET COLO TO GR+/B, W/R, GR+
@ 1,1 TO 23,75 DOUBLE
@ 2,17 Say NIGERIAN AIR FORCE
@ 4,22  Say PERSONNEL MANAGEMENT RECORD SYSTEM
@ 6,,20 Say MODIFICATION OF PERSONNEL RECORDS
@ 10,6  Say NAF SERVICE NUMBER
@ 12,6  Say SURNAME
@ 14,6  Say OTHERNAME
@ 16,6  Say RANK
@ 18,6  Say QUALIFICATION
@ 20,6  Say ANNUAL SALARY
@ 22,6  Say DATE("/ /")
@ 24,6  Say COMMAND
@ 26,6  Say UNIT
@ 9,35 GET NAF SERVICE NUMBER PICT"99999"
@ 10,35 GET DATE PICT "99/99/99"
@ 12,35 GET SURNAME
@ 14,35 GET OTHERNAME
@ 16,35 GET AGE PICT"99"
@ 18,35 GET NUMBER OF CHILDREN PICT"99"
@ 20,35 GET QUALIFICATION
@ 22,35 GET RANK
@ 9,60 GET ANNUAL SALARY PICT"99999.99"

READ
REPLACE SERVICE NUMBER WITH MSERVICE NUMBER
REPLACE FILE NUMBER WITH MFILE NUMBER
REPLACE SERIAL NUMBER WITH MSERIAL NUMBER
REPLACE SURNAME WITH MSURNAME
REPLACE OTHERNAME WITH MOTHERNAME
REPLACE AGE WITH MAGE
REPLACE NUMBER OF CHILDREN WITH MCHILDREN
REPLACE QUALIFICATION WITH MQUALIFICATION
REPLACE RANK WITH MRANK
REPLACE ANNUAL SALARY WITH MSALARY
REPLACE DATE WITH MDATE
APPEND BLANK
CLEAR
CHOICE = SPACE(1)
@ 20,0 CLEAR TO 21,75
@ 15,1 Say      " "
WAIT "DO YOU WANT TO MODIFY MORE  RECORDS? (Y/N) TO CHOICE
```

```
 CLEAR
 IF .NOT. UPPER(CHOICE) $ " Y/N "
 CLEAR
@ 14,10 Say " PLEASE ENTER Y OR N
@ 15,14 Say " "
 WAIT
 ENDIF
 IF UPPER(CHOICE) = "N"
 CLEAR
 EXIT
 ENDIF
 IF UPPER(CHOICE) = "Y"
 CLEAR
 LOOP
 ENDIF
 CLOSE ALL DATABASES
 ENDDO
 RETURN
```

```
*****************************************************************
* DELETE                                                        *
* PROGRAM TO DELETE PERSONNEL'S RECORDS                         *
*****************************************************************
USE ATSU3
DO WHILE .T.
FILE NUMBER = MFILE NUMBER
SERIAL NUMBER = MSERIAL NUMBER
MFILE NUMBER =0
MSERIAL NUMBER =0
SET COLO TO G
CLEAR
@ 11,8 TO 14,74 DOUBLE
@ 13,11 Say "ENTER FILE NUMBER OF THE PERSONNEL OR 00 TO QUIT
@ 13,67 GET MFILE NUMBER PICT "99999"
READ
***CHECK TO VARIFY THE CORRECT FILE NUMBER***
IF MFILE NUMBER = 0
CLEAR
```

```
EXIT
ENDIF
***FIND FILE NUMBER IN PERSONAL DATA DBF***
LOCATE FOR FILE NUMBER = MFILE NUMBER
LOCATE FOR SERIAL NUMBER = MSERIAL NUMBER
***IF SUCH RECORD EXIST***
IF EOF()
CLEAR
@ 9,13 TO 11,70
@ 10,20 Say "THERE IS NO SUCH RECORD IN FILE---"
@ 15,20 Say " "
LOOP
ENDIF
***IF FOUND BEFORE END OF FILE STORE IT ***
IF .NOT. EOF()
***REPLACEMENT***
DO WHILE .T.
@ 18,0 CLEAR TO 20,78
@ 18,1 Say " "
WAIT "ARE YOU SURE WANT TO DELETE? (Y/N) TO CHOICE
DO CASE
CASE UPPER (CHOICE) = "N"
CLEAR
EXIT
CASE UPPER (CHOICE) = "Y"
CLEAR
SET COLO TO RG+
@ 6,22 Say "DELETING RECORDS"
SET COLO TO R
DELETE
PACK
SET COLO TO G
@ 9,14 TO 11,45 DOUBLE
@ 10,16 Say "THE RECORD HAS BEEN DELETED"
@ 11,16 Say " "
WAIT
EXIT
OTHERWISE
?CHR(7)
LOOP
ENDCASE
ENDDO
LOOP
CLOSE ALL
ENDDO
```

```
RETURN


*********************************************************************
* PROGRAM NAME: ANNUAL PERFORMANCE REPORT OF AIRMEN       *
*********************************************************************
SET STATUS OFF
SET TALK OFF
SET ECHO OFF
USE ATSU4
CLEAR
STORE 0 TO R
SET COLO TO R+/N
SET FILTER TO NAF-TRADE GRADE<6
GO TOP
pn = 1
R = 55
 SET DEVICE TO PRINT
DO WHILE .T.
@ 4,29 Say "NOMINAL ROLL OF AIRMEN
@ 7,10 Say "TODAY'S DATE"
@ 7,23 Say DATE ()
@ 7,60 Say Page
@ 7,65 Say Pn
@ 9,4  Say "F-NUM,SURNAME,OTHERNAME,UNIT,RANK,NAF TRADE,NAF NUMBER"
@ 10,1 Say REPLICATE ("-",78)
 R = 12
 DO WHILE .NOT. EOF()
 R,3  Say F-NUMBER
 R,11 Say SURNAME
 R,24 Say OTHERNAME
 R,42 Say UNIT
 R,54 Say RANK
 R,60 Say NAF TRADE
 R,66 Say STATE OF ORIGIN
 R,71 Say LOCAL GOVERNMENT AREA
 R,75 Say NAF SERVICE NUMBER
        SKIP
        IF R = 55
        EXIT
        ENDIF
        ENDDO
        IF EOF()
        EXIT
        ENDIF
```

```
Pn = Pn + 1
ENDDO
SET DEVICE TO SCREEN
SET FILTER TO
RETURN
```

```
*********************************************************************
*  PROGRAM NAME:ANNUAL PERFORMANCE REPORT OF OFFICERS     *
*********************************************************************
SET SCORE BOARD OFF
SET TALK OFF
SET STATUS OFF
USE ATSU5
CLEAR
STORE 0 TO R
SET FILTER TO NAF-TRADE GRADE >6
GO TOP
Pn = 1
R = 55
SET DEVICE TO PRINT
  DO WHILE .T.
@ 4,29 Say "NOMINAL ROLL OF OFFICERS"
@ 7,10 Say "TODAY'S DATE"
@ 7,23 Say DATE( )
@ 7,60 Say "Page"
@ 7,65 Say Pn
@ 9,4  Say F-NUM,SURNAME,OTHERNAME,UNIT,RANK,NAF TRADE
@ 10,1 Say REPLICATE ("-",78)
R = 12
DO WHILE .NOT. EOF()
@ R,3  Say F-NUMBER
@ R,11 Say SURNAME
@ R,24 Say OTHERNAME
@ R,42 Say UNIT
@ R,54 Say RANK
@ R,60 Say NAF TRADE
@ R,66 Say TOTAL PERCENTAGE SCORES
```

```
@ R,71 Say STATE OF ORIGIN
R = R+1
SKIP
IF R = 55
R = 12
EXIT
ENDIP
ENDDO
IF EOF ( )
EXIT
ENDIF
Pn = Pn+1
ENDDO
SET COLO TO B+/G
SET DEVICE TO SCREEN
SET FILTER TO
RETURN


**********************************************************
* PROGRAM NAME : ANNUAL PERFORMANCE REPORT OF *
* EACH UNIT FOR OFFICERS AND MEN                          *
**********************************************************
SET STATUS OFF
SET TALK OFF
SET ECHO OFF
SET DEVICE TO PRINT
DO WHILE .T.
USE ATSU6
MUNIT = SPACE(17)
SET COLO TO B+/G
CLEAR
@ 12,20 Say "ENTER UNIT NAME" GET MUNIT PICT"!"
READ
CHOICE " "
CLEAR
STORE 0 TO R
@ 4,29 Say UNIT ANNUAL PERFORMANCE REPORT
@ 7,20 Say "TODAY'S DATE"
@ 7,23 Say DATE ( )
@ 9,4  Say F-NUM,SURNAME,OTHERNAME,UNIT,RANK,NAFTRADE
@ 10,1 Say REPLICATE ("-",75)
   R = 12
   SET FILTER TO UNIT = MUNIT
   DO WHILE .NOT. EOF( )
```

```
@ R,3  Say F-NUMBER
@ R,11 Say SURNAME
@ R,24 Say OTHERNAME
@ R,42 Say UNIT
@ R,54 Say RANK
@ R,60 Say NAF-TRADE
@ R,66 Say STATE OF ORIGIN
@ R,71 Say LOCAL GOVERNMENT AREA
@ R,75 Say TOTAL PERCENTAGE SCORES
    R = R+1
    IF R = 21
@ 22,18 Say PRESS ANY KEY TO CONTINUE LISTING
 SET CONSOLE OFF
  WAIT
  SET CONSOLE ON
   R = 12
@ R,3 CLEAR TO 22,77
   SKIP
   ENDDO
   SET FILTER TO
   WAIT
   EXIT
   RETURN
```

02/18/98

PERSONNEL DUE FOR PROMOTION - TEST DATA

NIGERIAN AIR FORCE

SVC_NO	RANK	SURNAME	OTHERNAME	DATE_BIRTH	LGA	STATE_ORIG	MARITAL_S	TRIBE	NATIONALIT	DATE_ENLIS	EDU_QUAL	NAF_TRADE	POSTAL_ADD	POST_HELD	NO_CHILDRE	AGE	SEX	L_O_SERV
NAF65/2220	MWO	ODE	CHRISTOPHE	26-04-45	OTUKPO	BENUE	MARRIED	IDOMA	NIGERIAN	07-07-65	WAEC	MECH 1	HQ ESD IKEJA	SUPERVISOR	4	55	MALE	35
NAF66/2504	MWO	AGBAJE	EZEKIEL	30-08-50	OKITIKUPA	ONDO	MARRIED	YORUBA	NIGERIAN	04-09-66	HND	COMP 1	HQ BSD IKEJA	PROGRAMMER	6	50	MALE	34
NAF66/2542	WO	OLUKPE	GEOGE	24-09-70	ABEOKUTA	OGUN	MARRIED	YORUBA	NIGERIAN	26-06-66	WASC	ADMA2	HQ CAMP V/ISLAND	CHIEF CLER	3	34	MALE	40
NAF67/2508	WO	AMU	SOLOMON	27-06-40	ETSAKO	EDO	MARRIED	ETSAKO	NIGERIAN	05-01-67	OND	SUPPA1	HQ LMC LAGOS	SUPERVISOR	8	60	MALE	36
NAF67/3271	MJR	ONAJI	AMADU	12-31-57	OSHODI/ISOLO	LAGOS	MARRIED	YORUBA	NIGERIAN	11-02-67	HND	COMPA3	HQ PAG IKEJA	SYS.ANALYS	3	30	MALE	35
NAF67/3516	MWO	EKELE	DAVID	23-06-56	OJU	BENUE	MARRIED	IDOMA	NIGERIAN	24-04-67	WASC	ADMA3	HQ NAF LAGOS	CLERK	3	32	MALE	27
NAF68/4318	MWO	ADOLE	EMMANUEL	15-02-57	ELAJE	ONDO	MARRIED	ELAJE	NIGERIAN	30-05-68	WASC	TAILOR	HQ ESD IKEJA	SUPERVISOR	5	28	MALE	28
NAF68/4322	MJR	ONAJI	AMADU	12-31-57	OTUKPO	BENUE	MARRIED	IDOMA	NIGERIAN	23-04-68	BSC,M	ENGR	HQ NAF SHASHA LAGOS	CO	5	35	MALE	31
NAF68/4400	MWO	FOLIVI	FRANCIS	07-02-35	IKEJA	LAGOS	MARRIED	YORUBA	NIGERIA	04-08-68	BSC	COMPA2	HQ DOCEM IKEJA	SYS-ANALYS	3	50	MALE	32
NAF68/4743	MWO	ABUDU	SIMON	04-08-60	EMOLEA	RIVER	MARRIED	IJAW	NIGERIAN	03-02-68	OND	ACCTA3	HQ PAG IKEJA	PAY CLERK	2	30	MALE	31
NAF68/5416	SGT	YUSUF	RAIMI	31-11-55	BORIPE	OSUN	SINGLE	YORUBA	NIGERIAN	30-03-68	BSC	ACCA3	HQ PAG IKEJA	PAY CLERK		27	MALE	20
NAF69/5549	POFF	URIEST	AUGUSTINE	20-12-50	BENI	EDO	SINGLE	BENIN	NIGERIAN	08-05-69	BSC	ACCTA1	HQ CAMP LAGOS	PAY MASTER		20	MALE	15
NAF69/6002	MWO	OSORKPOLO	STEVEN	08-07-54	OFFA	KWARA	MARRIED	YORUBA	NIGERIAN	13-06-69	NCE	A3	HQ AFMS NAF JOS	CI ACADEMI	2	34	MALE	29
NAF69/6251	MWO	AMINU	MOHAMMED	02-05-54	IDAH	KOGI	MARRIED	IGALA	NIGERIAN	23-06-69	HND	X3	HQ ACMD IKEJA	ENGINEER	5	53	MALE	30
NAF70/6686	WO	OGUNDEYI	OLAYINKA	07-04-60	AKUA	RIVER	MARRIED	IJAW	NIGERIAN	06-05-70	OND	A2	HQ 1ACMD MARKURDI	C-OPERATOR	2	38	MALE	28
NAF70/7189	WO	MUSA	MUSA	09-07-50	KACHIA	KADUNA	MARRIED	GWARI	NIGERIAN	23-12-70	WASC	NT	HQ LC IKEJA	CLERK	2	48	MALE	28
NAF70/8971	MWO	ALFRED	KILE	11-01-66	AZIATA	ANAMBRA	MARRIED	IBO	NIGERIAN	20-07-70	HNDSU	A11	HQ ESD NAF IKEJA	STORE OFFR	4	32	MALE	28
NAF71/6071	WO	IDOKU	ANIMASHAUN	13-10-45	MUSHIN	LAGOS	MARRIED	YORUBA	NIGERIAN	09-09-71	B.TEC	ENGRX3	HQ ACMD IKEJA	AD WORKS	4	60	MALE	27
NAF73/7852	WO	ILUSEMITI	KUNLE	09-03-57	OSISBI	ONDO	MARRIED	YORUBA	NIGERIAN	13-10-73	DIP.	OPERAT	HQ ACMD IKEJA	COMP.OPERA	2	33	MALE	25
NAF74/8865	WO	LARABA	MOHAMMED	06-08-58	BULANDI	PLATEAU	MARRIED	ANGAS	NIGERIAN	24-07-74	HND	A3COMP	HQ LC IKEJA	SYS.ANALYS	3	24	MALE	24
NAF76/9195	WO	GWAZANG	ANTHONY	12-05-62	MICHIKA	ADAMAWA	MARRIED	FULANI	NIGERIAN	17-3-75	BSC	X3	HQ DOCEM IKEJA	ENGR 2	3	35	MALE	32
NAF77/6004	MWO	IBRAHIM	EKAETTE	21-08-65	YALA	C/RIVERS	SINGLE	EFFIK	NIGERIAN	26-07-77	OND	SUPPLY	HQ NAF LAGOS	STORE OFFR		35	MALE	22
NAF77/9650	MWO	OGBOGWU	FELIX	02-07-60	ADO-ODO/OTA	OGUN	MARRIED	YORUBA	NIGERIAN	03-08-81	HND A	ADM A2	HQ PAG IKEJA	CHIEF CLER	5	40	MALE	23
NAF78/10155	FS	CHINENYEZE	SEBASTINE	02-09-66	OWERRI	IMO	MARRIED	IBO	NIGERIAN	04-12-78	BSCAC	A1 ACC	HQ PAG NAF BASE IKJ	AUDITOR	3	33	MALE	20
NAF78/11006	FS	OSIGWU	ANYIAM	01-07-62	KAFACHAN	NASSARAWA	MARRIED	KAJE	NIGERIAN	04-12-78	NCE	A3	HQ AFMS JOS	SENIOR LEC	1	35	MALE	20
NAF80/7255	SGT	MAXWELL	FRED	21-06-67	BAUCHI	BAUCHI	MARRIED	HAUSA	NIGERIAN	30-09-81	WASC	NT	HQ NADC IKEJA	CLERK	6	32	MALE	30
NAF85/14230	SGT	IMAM	MOHAMMED	23-07-70	YABO	SOKOTO	MARRIED	FULANI	NIGERIAN	09-04-85	B.TEC	ENGRX2	HQ DOCEM NAF IKEJA	ASS ENGR	3	28	MALE	12