

IV-D02 Organization Hierarchy (D02-D06)

These tables are used to establish a department's internal organizational structure. The structure identified on these descriptor tables determines the levels where the department chooses to capture costs.

The Organization Hierarchy Descriptor Table ID is **02** and is available on the Command **I.5** Agency Descriptor Tables screen.

STRUCTURE

Each of the Organization Hierarchy Descriptor Tables is divided into two segments: the control key and informational elements. The control key segment for each organization structure contains the Descriptor Table Identification (ID), Organization Code, and Organization Hierarchy Codes.

The Organization Code is determined by the Userid. The Organization Hierarchy, entered by the department, is defined as follows:

- Section - a two-digit code that represents the highest level of Organization Hierarchy within an organization.
- Sub-Section - a four-digit code that represents the second level of Organization Hierarchy within an organization. The first two digits of its coding structure contain the Section number.
- Unit - a six-digit code that represents the third level of Organization Hierarchy within an organization. The first four digits of its coding structure contain the Section and Sub-Section numbers respectively.
- Sub-Unit - an eight-digit code that represents the fourth level of Organization Hierarchy within an organization. The first six digits of its coding structure contain the Section, Sub-Section, and Unit numbers respectively.
- Sub-Sub-Unit - a ten-digit code that represents the fifth level of Organization Hierarchy within an organization. The first eight digits of its coding structure contain the Section, Sub-Section, Unit, and Sub-Unit numbers respectively.

Refer to the Organization Hierarchy example below:

- 10 Section 10
- 10 20 Section 10, Sub-Section 20
- 10 20 30 Section 10, Sub-Section 20, Unit 30
- 10 20 30 40 Section 10, Sub-Section 20, Unit 30, Sub-Unit 40
- 10 20 30 40 10 Section 10, Sub-Section 20, Unit 30, Sub-Unit 40, Sub-Sub-Unit 10

The informational elements segment for the Organization Hierarchy Descriptor Tables is the Title.

RELATIONSHIP TO OTHER TABLES

Upper level Organization Hierarchy codes must be established before lower levels are established. For example, Section 10 must be established before a Section 10, Sub-Section 10 can be created. Organization Hierarchy (OH) codes must be established before they are used in Index Code Table entries.

INPUT CODING

A listing of the fields contained on the OH Entry screen and/or the activity reports are shown in Exhibit IV-D02-1. The exhibit includes explanations of the fields as well as coding instructions for data entry.

Data entered on the Entry screen is keyed from the Organization Hierarchy Descriptor Table Entry form (CALSTARS 1.OH). The form, shown in Exhibit IV-D02-2, is formatted the same as the Entry screen and is available at <http://www.dof.ca.gov/html/calstars/forms.htm>.

All table maintenance must be recorded on the Table Maintenance Log (CALSTARS 20), as described in the *Table Maintenance Log* section of Chapter IV.

ORGANIZATION HIERARCHY ENTRY SCREEN

The Entry screen is available through Command **I.5.02**. The screen, shown below, is used for the D02, D03, D04, D05 and D06 tables.

```

9999 I.5.02: Organization Hierarchy (D02-D06) Entry          99-99-9999 99:99 AM

Function: _ (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)

ORGANIZATION HIERARCHY

SECTION      (D02)> ___
SUB-SECTION  (D03)> ___
UNIT         (D04)> ___
SUB-UNIT     (D05)> ___
SUB-SUB-UNIT (D06)> ___

TITLE       : _____

Command: _____ LP DATE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Retrn Quit Log List Dfalt Bkwrdr Frwrdr Clear Main

```

All OH Descriptor Table maintenance (**A**=Add, **C**=Change, **D**=Delete, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record) can be performed from the Entry screen.

To perform maintenance for a lower level hierarchy record, the higher level hierarchy fields must contain data. For example, the D02 Section and the D03 Sub-Section fields must be filled when establishing a D04 Unit.

ORGANIZATION HIERARCHY LIST SCREEN

The List screen is displayed when the **F5**=List key on the Entry screen is pressed.

Most table maintenance (**C**=Change, **D**=Delete, **P**=Print Table, and **R**=Recall Maint/Print, **V**=View, and **W**=Print Record) may be initiated from the List screen. The List screen gives agencies the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is concluded.

An example of the screen is shown below.

```

9990 Organization Hierarchy (D02-D06) List                                03-08-2005 08:26 AM

Function: _ (P=Print Table)                                           Go to S/SS/U/SU/SSU: _ _ _ _ _
(R=Recall Maint/Print)                                             Display through this level: D06
Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
  D02 D03 D04 D05 D06
F  S  SS  U  SU  SSU                                     TITLE
-  -  -  -  -  -  -----
_  10  10  20  10  30  OIL REFINERY TEAM
_  10  10  20  80  SACRAMENTO VALLEY DISTRICT - OTHER
_  10  10  30  NORTHEN SIERRA NEVADA DISTRICT
_  10  10  30  10  HIGH ALTITUDE PATROL
_  10  10  30  20  LAKE TAHOE PATROL
_  10  10  40  NC REGION SHMAT TEAM
_  10  10  90  NC ENFORCEMENT CHIEF
_  10  20  NC PARTICULATE MATTER DIVISION
_  10  20  10  NORTH COASTAL MOUNTAIN PARTICULATE INVESTIGATIONS
_  10  20  20  SACRAMENTO VALLEY PARTICULATE INVESTIGATIONS

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit  Log          Bkwr  Frwr  Clear          Main

```

The list of records is displayed in OH order. If the Entry screen is blank when **F5** is pressed, the list will begin with the first record for the department. Otherwise, it will begin with the record shown when **F5** was pressed.

Initially all hierarchy levels are displayed. To conceal lower levels, key the lowest level to display in the 'Display through this level:' field and press **Enter**. To find a specific record, enter the code in the 'Go to S/SS/U/SU/SSU' field and press **Enter**.

If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

To perform maintenance, either enter a **P** or **R** in the Function Field or enter a **C**, **D**, **V** or **W** in the F action column to the left of the desired record. Values cannot be keyed in the Function field and the F action column at the same time. However, multiple records may be selected from the F action column.

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. The **F2** key is used to go to the next record. All records are displayed in ascending order (by OH). All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

ORGANIZATION HIERARCHY ACTIVITY LOG SCREEN

The Activity Log screen provides a historical log of all activity performed. The screen is displayed when the **F4=Log** key on the Entry or List screen is pressed. An example of the screen is displayed below.

```

9990 Organization Hierarchy (D02-D06) - Activity Log          08-10-2007 10:40 AM
Sort: D (D=Date/Time,U=UserID,K=S/SS/U/SU/SSU) Display through this level: D06
-----Go To----- -Go To-- -----Go To-----
          DATE          TIME          USERID          D02 D03 D04 D05 D06
          -----          -----          -----          S  SS  U  SU  SSU
F -----          -----          -----          --  --  --  --  --
- -----          -----          -----          --  --  --  --  --
A 04-19-2006 02:11 PM CSAQKLC 10          EXECUTIVE DIVISION
C 09-05-2006 11:24 AM CSAQKLC 20          MANAGEMENT SERVICES DIVIS
C 09-05-2006 11:24 AM CSAQKLC 20          MANAGEMENT SERVICESDIVISI
C 09-05-2006 11:23 AM CSAQKLC 20          MANAGEMENT SERVICES
C 05-22-2006 04:14 PM CSAQKLC 20          ELECTIONS
A 04-19-2006 02:11 PM CSAQKLC 20          MANAGEMENT SERVICES DIVIS
A 06-13-2006 10:57 AM CSAQKLC 20 10          MANAGEMENT SERVICES DIVIS
C 06-19-2006 01:58 PM CSAQKLC 20 20          DEPARTMENT OVERHEAD COST
C 06-19-2006 01:58 PM CSAQKLC 20 20          DEPARTMENT OVERHEADCOST
A 06-13-2006 10:59 AM CSAQKLC 20 20          DEPARTMENT OVERHEAD
C 06-19-2006 01:58 PM CSAQKLC 20 30          DEBT SERVICE ALLOCATIONS

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          Dtail          Bkwrdr Frwrdr          Main

```

The list of activity records is sorted by date when **F4** is pressed if the Entry screen is blank or if the cursor on the List screen is not positioned on a record. The records are displayed in descending order beginning with the most recent activity performed. A **D** is displayed in the Sort field, and the Date/Time columns are displayed in white to indicate Date/Time as the sort order.

The list of activity records is sorted by OH when **F4** is pressed if a record is displayed on the Entry screen or if the cursor is positioned on a List screen record. The records are displayed in ascending order by OH beginning with the OH of the record previously on the Entry screen or the OH of the List screen record where the cursor was positioned. If there are multiple activity records for the same OH, those records are displayed by Date/Time with the most recent transaction on top. The Sort field displays a **K**, and the OH columns are displayed in white to indicate OH as the sort order.

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**=Section/Sub-Section/Unit/Sub-Unit/Sub-Sub-Unit in the Sort field. For example, when **U**=UserID is keyed, the records are displayed in ascending order by UserID.

To search for a specific record(s), key a Date/Time, UserID, or OH in the 'Go To' fields available below the Sort field. The first record matching the selection criteria displays on the first line, and the records are re-sorted according to the search field used. If multiple matching records are found, the matching records are displayed by Date/Time with the most recent transaction on top. If no matching record is found, the next sequential record is displayed according to the search field used.

Although all OH Table records can be viewed on the OH Entry screen, only the most recent activity records can be viewed on the Log screen. Each year on March 31 records older than three years are purged.

LOG DETAIL SCREEN

The Log Detail screen displays the maintenance activity for a selected record. The Log Detail screen is accessed from the Activity Log screen. To view a record, place the cursor on any record line and press **F5**=Dtail.

An example of the Log Detail screen is displayed below.

```

9990 Org Hier Log Detail - S/SS/U/SU/SSU/Date/Time Order    08-10-2007 11:04 AM
Function: A  DATE: 06-13-2006  TIME: 10:57:24 AM  USERID: CSAQKLC

ORGANIZATION HIERARCHY

SECTION      (D02): 20 MANAGEMENT SERVICES DIVISION
SUB-SECTION  (D03): 10
UNIT         (D04):
SUB-UNIT     (D05):
SUB-SUB-UNIT (D06):

TITLE                : MANAGEMENT SERVICES DIVISION

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Bkwrdr Frwrdr                      Main

```

Note that the Function as well as the entire maintenance record is displayed. For Change maintenance transactions, the changed fields are highlighted.

The F7 and F8 keys are used to scroll through the maintenance records. The sort specified on the Activity Log screen is maintained when scrolling through the Log Detail records.

TABLE MAINTENANCE FUNCTIONS

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

A=Add

From The Entry Screen:

Key an **A** in the Function field and the appropriate values in the OH and Title fields to **Add** a record to the Organization Hierarchy Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the Descriptor Table File. A fresh screen is displayed with blank data fields, and a message confirming that the record was added successfully is displayed at the bottom of the screen.

Note: Higher level OH records must be established before entering a related lower level record.

From The List Screen:

The **Add** function is not available on the List screen.

C=Change

Only the Title field can be changed in the Organization Hierarchy table. Modification to any other field requires the deletion of the original record and the addition of a new record.

From The Entry Screen:

To **Change** a record, the record must first be displayed on the screen. To display a record and make a change, either:

- (1) Scroll through the records using the **F7** and **F8** keys, and key a **C** in the Function field of the desired record.
- (2) Key a **V** in the Function field, the appropriate values in the OH field, and press **Enter** to **View** a record. Key a **C** in the Function field.
- (3) Key a **C** in the Function field, the appropriate values in the OH field, and press **Enter**.

Key over the field to be changed, and press **Enter**. When **Enter** is pressed, the OH record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

From The List Screen:

Key a **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the field to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

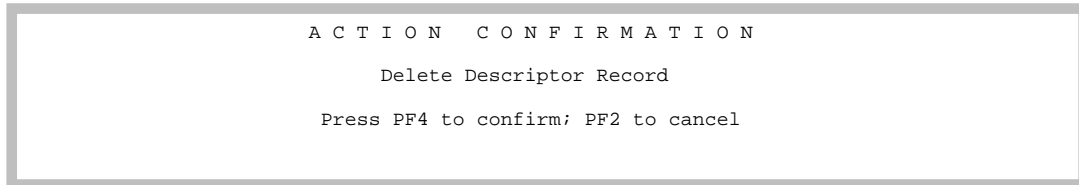
D=DeleteFrom The Entry Screen:

To **Delete** a record, either:

- (1) Scroll through the records using the **F7** and **F8** keys, key a **D** in the Function field of the desired record, and press **Enter**.
- (2) Key a **V** in the Function field, the appropriate values in the OH field, and press **Enter** to **View** a record. Key a **D** in the Function field, and press **Enter**.

- (3) Key a **D** in the Function field, the appropriate values in the OH field, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed. An example of the pop-up screen is shown below.



If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the Organization Hierarchy Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank.

From The List Screen:

Key a **D** in the F action column to the left of the desired record, and press **Enter**. The record and the Action Confirmation pop-up screen are displayed.

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the Organization Hierarchy Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or to return to the List screen.

N=Next

From The Entry Screen:

Next performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

The **Next** function is not available on the List screen.

P=Print Table

The **P** function provides agencies the option of generating an electronic report file of the Organization Hierarchy Table Listing Report and/or printing the report. The report contains all OH table records at the hierarchy level requested.

From The Entry Screen Or The List Screen:

Key a **P** in the Function field, and press **Enter** to display the Print/Report File Selection pop-up screen. An example of the pop-up screen is shown below.

```

Print/Report File Selection
Descriptor Table-Organization Hierarchy

D0 Select the lowest organization level to display on the report
      (D02=S, D03=SS, D04=U, D05=SU, D06=SSU)

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI902.TBL-DOH.IQ.D2050308.T0847403
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI902.TBL-DOH.IQ.D2050308.T0847403
  O=Printer Output after Overnight Processing
    Printer ID : CTP2      Report Class: A      Report ID: TBLE

Press Enter to submit the request, or press PF2 to cancel

```

Key option **2, 3, 4, 5, or 6** to the right of 'D0' to specify the hierarchy level. The following five organization levels are available:

- ✧ D02 - Section only
- ✧ D03 – Section and Sub-Section
- ✧ D04 – Section, Sub-Section, and Unit
- ✧ D05 – Section, Sub-Section, Unit, and Sub-Unit
- ✧ D06 – All Organization Hierarchy levels

Key one of the following 3 options in the Destination field:

- ✧ **F** – Immediately generates an electronic report file of the Organization Hierarchy Table Listing Report (CSI9020n, where 0n represents the report number)
- ✧ **P** – Immediately generates an electronic report file (CSI9020n) and ROPES the Organization Hierarchy Table Listing Report (CSI9020n) to an agency printer

- ❖ **O** - ROPES the Organization Hierarchy Table Listing Report (CSB9020n), including the current day's maintenance, to an agency printer after overnight processing is completed

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen.

Note: To request a change to the printer/file destination or output media for a specific report, send an e-mail to calstars@dof.ca.gov. Include 'Report Routing' in the subject line.

R=Recall Maint/Print

The Recall function is used to delete overnight table maintenance before it is processed. For the Organization Hierarchy Table, overnight print maintenance (option O) is the only maintenance that may be recalled.

From The Entry Screen Or The List Screen:

Key an **R** in the function field and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen as shown below.

```

Recall Overnight Maintenance/Print Request
Descriptor (DT) Table

Select one or more with a 'Y':

_ Remove the request to Print D02
_ Remove the request to Print D03
_ Remove the request to Print D06
_ Remove the request to Print D12
_ Remove the request to Print D42
_ Remove the request to Print D43
*** End of Data ***

Press Enter to remove the request(s).
PF2          PF7  PF8
Retrn        Bkwrd Frwr

```

Key a **Y** in the field to the left of the desired maintenance or print request, and press **Enter** to delete the request. A confirmation message is displayed at the bottom of the screen.

V=ViewFrom The Entry Screen:

Key a **V** in the Function field, the appropriate values in the OH fields, and press **Enter** to **V**iew a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key a **V** in the F action column to the left of the desired record, and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

W=Print Record

The **W** function immediately prints a single record report (CSI9020n) and generates a single record report file from the Organization Hierarchy Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI902.TBL-DOH.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key a **W** in the Function field, the appropriate values in the OH field, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

From The List Screen:

Key a **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Organization Hierarchy Table screens:

F1=Help—The following two types of online help is available on pop-up screens:

- ☛ Field look-up assistance is available for fields that display a “>” (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a “>” and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number in the field at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.

NOTE: When table look-up assistance is used with the OH fields, the entire record is displayed when a selection is made.

- ☛ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

F2=Retrn (Return) or **Next**—The following two functions are available for the **F2** key.

Retrn—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

Next—When more than one record is selected for action from the List screen and Enter is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. The records are displayed one at a time in ascending order. When the last record is displayed, **F2** changes from **Next** to **Retrn**.

F3=Quit—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

F4=Log—Displays the Organization Hierarchy Log Activity screen.

F5=List or Log Detail—The following two functions are available for the F5 key.

List—Displays the Organization Hierarchy List screen.

Log Detail—Displays the Organization Hierarchy Log Detail screen.

F6=Dfalt (Default)—Locks and unlocks fields for data entry. Defaults may be set to retain coding information for use in consecutive transactions and to "skip" unused fields so the cursor stops only at fields to be keyed. Values cannot be changed in locked fields.

To set Defaults:

1. Enter data in the fields that are to become defaults (i.e., used in the current and subsequent transactions).
2. To skip fields that will not be used, enter a period (.) in the first position of the fields.
3. Press **F6** to lock these fields as defaults. This changes the characters to green and the underline is removed.

Enter the remainder of the data needed for the transaction, and press **Enter** to 'save' the transaction.

Defaults may be turned on or off at any time during the transaction entry process by alternately pressing **F6**.

F7=Bkwrđ (Backward)—Go to the previous record (page of records).

F8=Frwrđ (Forward)—Go to the next record (page of records).

F9=Clear—Erases all keyed fields except any fields locked by **F6=Dfalt**.

F12=Main—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

ORGANIZATION HIERARCHY DESCRIPTOR TABLES REPORTS

The following reports are system generated:

- ✻ Organization Descriptor Tables Activity Report (CSB901OH) - This report (sorted by Section, Sub-Section, Unit, Sub-Unit, Sub-Sub-Unit, Date, and Time) displays each transaction successfully entered on-line during the work day. It is produced during overnight processing whenever on-line table maintenance is completed. The report is displayed in Exhibit IV-D02-3.

- ✦ Organization Descriptor Tables Upload Activity Report (CSB904OH) – This report (sorted by Section, Sub-Section, Unit, Sub-Unit, Sub-Sub-Unit, and Function) displays each transaction processed from external input files and a corresponding error code and message, if applicable. The report is shown in Exhibit IV-D02-3.

The following report is produced upon department request:

- ✦ Organization Descriptor Tables Listing Report (CSB9020n/CSI9020n) - This report, where 0n represents the report number, is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on an OH screen. The report is displayed in Exhibit IV-D02-3.

NOTE: CSBnnn-n and CSInnn-n reports contain the same information and are identical in format. Therefore, only CSBnnn-n reports are displayed in the report examples.

The difference between the CSB and CSI reports is based on when the reports are generated. CSB reports are generated during CALSTARS nightly processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

CONTROL

The Organization Descriptor Tables (D02-D06) Activity Report (CSB901OH) and the Org Descriptor Tables (D02-D06) Upload Activity Report (CSB904OH) should be proofread to ensure that all maintenance was entered correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

EXHIBIT IV-D02-1
 ORGANIZATION HIERARCHY DESCRIPTOR TABLES
 (D02-D06) AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
D02 SECTION: (Organization Hierarchy Menu item)		
Control Key:		
DESCRIPTOR TABLE ID (D02)	2	The Descriptor Table ID is automatically set based on the organization hierarchy data entered.
ORGANIZATION CODE (ORG CODE)	4	The Organization Code is automatically set based on the signon used. It cannot be altered.
SECTION (S)	2	Enter the Section code. (Highest level of the department's organization hierarchy)
Informational Elements:		
TITLE	50	Enter the Section title.
D03 SUB-SECTION: (Organization Hierarchy Menu item)		
Control Key:		
DESCRIPTOR TABLE ID (D03)	2	The Descriptor Table ID is automatically set based on the organization hierarchy data entered.
ORGANIZATION CODE (ORG CODE)	4	The Organization Code is automatically set based on the signon used. It cannot be altered.
SECTION (S)	2	Enter the Section code. (Must be defined in D02.)
SUB-SECTION (SS)	2	Enter the Sub-Section code. (Organization breakdown of the associated Section)
Informational Elements:		
TITLE	50	Enter the Sub-Section title.
D04 UNIT: (Organization Hierarchy Menu item)		
Control Key:		
DESCRIPTOR TABLE ID (D04)	2	The Descriptor Table ID is automatically set based on the organization hierarchy data entered.
ORGANIZATION CODE (ORG CODE)	4	The Organization Code is automatically set based on the signon used. It cannot be altered.
SECTION (S)	2	Enter the Section code. (Must be defined in D02.)
SUB-SECTION (SS)	2	Enter the Sub-Section code . (Must be defined in D03.)
UNIT (U)	2	Enter the Unit code. (Organization breakdown of the associated Sub-Section)
Informational Elements:		
TITLE	50	Enter the Unit title.

EXHIBIT IV-D02-1
 ORGANIZATION HIERARCHY DESCRIPTOR TABLES
 (D02-D06) AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
D05 SUB-UNIT: (Organization Hierarchy Menu item)		
Control Key:		
DESCRIPTOR TABLE ID (D05)	2	The Descriptor Table ID is automatically set based on the organization hierarchy data entered.
ORGANIZATION CODE (ORG CODE)	4	The Organization Code is automatically set based on the signon used. It cannot be altered.
SECTION (S)	2	Enter the Section code. (Must be defined in D02.)
SUB-SECTION (SS)	2	Enter the Sub-Section code. (Must be defined in D03.)
UNIT (U)	2	Enter the Unit code. (Must be defined in D04.)
SUB-UNIT (SU)	2	Enter the Sub-Unit code. (Organization breakdown of the associated Unit)
Informational Elements:		
TITLE	50	Enter the Sub-Unit title.
D06 SUB-SUB-UNIT: (Organization Hierarchy Menu item)		
Control Key:		
DESCRIPTOR TABLE ID (D06)	2	The Descriptor Table ID is automatically set based on the organization hierarchy data entered.
ORGANIZATION CODE (ORG CODE)	4	The Organization Code is automatically set based on the signon used. It cannot be altered.
SECTION (S)	2	Enter the Section code. (Must be defined in D02.)
SUB-SECTION (SS)	2	Enter the Sub-Section code. (Must be defined in D03.)
UNIT (U)	2	Enter the Unit code. (Must be defined in D04.)
SUB-UNIT (SU)	2	Enter the Sub-Unit code. (Must be defined in D05.)
SUB-SUB-UNIT (SSU)	2	Enter the Sub-Sub-Unit code. (Organization breakdown of the associated Sub-Unit)
Informational Elements:		
TITLE	50	Enter the Sub-Sub-Unit title.

EXHIBIT IV-D02-1
 ORGANIZATION HIERARCHY DESCRIPTOR TABLES
 (D02-D06) AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
The Fields Below Appear On The Entry Screen And/Or Reports:		
LAST PROCESSED DATE (LP DATE)	2+2+4	The Last Processed Date is the last date the record was updated by table maintenance. This field is automatically set when a transaction is processed. It cannot be altered directly by the user.
TRANSACTION DATE (TRANS DATE)	2+2+4	The Transaction Date identifies the date the transaction was processed.
TRANSACTION TIME (TRANS TIME)	2+2+2	The Transaction Time identifies the time the transaction was processed.
USER IDENTIFICATION (USERID)	7	The User Identification identifies who did the transaction.

EXHIBIT IV-D02-3

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CSB9010H ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
                CALSTARS ORGANIZATION DESCRIPTOR TABLES (D02-D06) ACTIVITY REPORT          ORG PAGE: 1
04/20/2004 (17:58) ***** RUN PAGE: 1
D02 D03 D04 D05 D06 ----- TRANSACTION -----
S   SS  U   SU  SSU F  TBL                TITLE                DATE        TIME        USERID
--  --  --  --  --  -  -  -----
10  10  20  10          C 05 GROSS POLLUTER TASK FORCE          04-20-2004  01:30:00 PM  CSAQABC
10  10  20  10  10    A 06 POWER PLANT GENERATOR TEAM          04-20-2004  01:30:20 PM  CSAQABC
10  10  20  10  20    A 06 CHEMICAL MANUFACTURER TEAM          04-20-2004  01:30:40 PM  CSAQABC
10  10  20  10  30    A 06 OIL REFINERY TEAM              04-20-2004  01:31:02 PM  CSAQABC
10  20  80  10          C 05 SACRAMENTO PARTICULATE LABORATORY          04-20-2004  04:31:04 PM  CSAQABC
90  90          C 03 ADMINISTRATION              04-20-2004  04:31:15 PM  CSAQABC
90  90  81          A 04 CAPITOL OUTLAY - MINOR          04-20-2004  11:30:53 AM  CSAQQQQ
90  90  81          C 04 CAPITAL OUTLAY - MINOR          04-20-2004  01:29:05 PM  CSAQABC
    
```

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CSB90202 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
                CALSTARS ORG DESC TBLs SECTION LEVEL ONLY (D02) LISTING REPORT          ORG PAGE: 1
04/20/2004 (17:58) ***** RUN PAGE: 1
D02
S
--
10 NORTHERN CALIFORNIA REGION          04-01-1990
20 CENTRAL CALIFORNIA REGION          04-01-1990
30 SOUTHERN CALIFORNIA REGION          04-01-1990
90 HEADQUARTERS                        04-01-1990
    
```

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CSB90203 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
                CALSTARS ORG DESC TBLs THRU SUB-SECTION (D02-D03) LISTING REPORT          ORG PAGE: 1
04/20/2004 (17:58) ***** RUN PAGE: 1
D02 D03
S   SS
--  --
10 NORTHERN CALIFORNIA REGION          04-01-1990
10 10 NC ENFORCEMENT DIVISION            04-01-1990
10 20 NC PARTICULATE MATTER DIVISION      04-01-1990
10 30 NC HYDROCARBON DIVISION            04-01-1990
10 40 NC OTHER GASES DIVISION              04-01-1990
10 90 NC REGIONAL ADMINISTRATION          04-01-1990
20 CENTRAL CALIFORNIA REGION          04-01-1990
20 10 CC ENFORCEMENT DIVISION            04-01-1990
20 20 CC PARTICULATE MATTER DIVISION      04-01-1990
20 30 CC HYDROCARBON DIVISION            04-01-1990
20 40 CC OTHER GASES DIVISION              04-01-1990
20 90 CC REGIONAL ADMINISTRATION          04-01-1990
30 SOUTHERN CALIFORNIA REGION          04-01-1990
30 10 SC ENFORCEMENT DIVISION            04-01-1990
    
```

EXHIBIT IV-D02-3 (Continued)

CSB90204 *****				DEPARTMENT OF AIR QUALITY		*****		ORG NUMBER:	9990
CALSTARS				ORG DESC TBLs THRU UNIT LVL (D02-D04)		LISTING REPORT		ORG PAGE:	1
04/20/2004 (17:58) *****								RUN PAGE:	1
D02	D03	D04		TITLE		LP DATE			
S	SS	U							
--	--	--	-----		-----				
10				NORTHERN CALIFORNIA REGION		04-01-1990			
10	10			NC ENFORCEMENT DIVISION		04-01-1990			
10	10	10		NORTH COASTAL MOUNTAIN DISTRICT		04-01-1990			
10	10	20		SACRAMENTO VALLEY DISTRICT		04-01-1990			
10	10	30		NORTHERN SIERRA NEVADA DISTRICT		04-01-1990			
10	10	40		NC REGION SHMAT TEAM		04-01-1990			
10	10	90		NC ENFORCEMENT CHIEF		04-01-1990			
10	20			NC PARTICULATE MATTER DIVISION		04-01-1990			
10	20	10		NORTH COASTAL MOUNTAIN PARTICULATE INVESTIGATIONS		04-01-1990			
10	20	20		SACRAMENTO VALLEY PARTICULATE INVESTIGATIONS		04-01-1990			
10	20	30		NORTHERN SIERRA NEVADA PARTICULATE INVESTIGATIONS		04-01-1990			
10	20	80		PARTICULATE LABORATORY SERVICES		04-01-1990			
10	20	90		PARTICULATE LABORATORY SERVICES MANAGER		04-01-1990			

CSB90205 *****				DEPARTMENT OF AIR QUALITY		*****		ORG NUMBER:	9990
CALSTARS				ORG DESC TBLs THRU SUB-UNIT LVL (D02-D05)		LISTING REPORT		ORG PAGE:	1
04/20/2004 (17:58) *****								RUN PAGE:	1
D02	D03	D04	D05	TITLE		LP DATE			
S	SS	U	SU						
--	--	--	--	-----		-----			
10				NORTHERN CALIFORNIA REGION		04-01-1990			
10	10			NC ENFORCEMENT DIVISION		04-01-1990			
10	10	10		NORTH COASTAL MOUNTAIN DISTRICT		04-01-1990			
10	10	20		SACRAMENTO VALLEY DISTRICT		04-01-1990			
10	10	20	10	GROSS POLLUTER TASK FORCE		04-20-2004			
10	10	20	80	SACRAMENTO VALLEY DISTRICT - OTHER		04-01-1990			
10	10	30		NORTHERN SIERRA NEVADA DISTRICT		04-01-1990			
10	10	30	10	HIGH ALTITUDE PATROL		04-01-1990			
10	10	30	20	LAKE TAHOE PATROL		04-01-1990			
10	10	40		NC REGION SHMAT TEAM		04-01-1990			
10	10	90		NC ENFORCEMENT CHIEF		04-01-1990			
10	20			NC PARTICULATE MATTER DIVISION		04-01-1990			
10	20	10		NORTH COASTAL MOUNTAIN PARTICULATE INVESTIGATIONS		04-01-1990			
10	20	20		SACRAMENTO VALLEY PARTICULATE INVESTIGATIONS		04-01-1990			
10	20	30		NORTHERN SIERRA NEVADA PARTICULATE INVESTIGATIONS		04-01-1990			
10	20	80		PARTICULATE LABORATORY SERVICES		04-01-1990			
10	20	80	10	SACRAMENTO PARTICULATE LABORATORY		04-20-2004			
10	20	80	20	LAKE TAHOE PARTICULATE LABORATORY		04-01-1990			
10	20	80	30	REDDING PARTICULATE LABORATORY		04-01-1990			
10	20	80	40	PITTSBURG PARTICULATE LABORATORY		04-15-1995			

EXHIBIT IV-D02-3 (Continued)

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CSB90206 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS  ORG DESC TBLs THRU SUB-SUB-UNIT (D02-D06) LISTING REPORT
                                *****  ORG NUMBER: 9990
04/20/2004 (17:58) *****  ORG PAGE: 1
D02 D03 D04 D05 D06
S  SS  U  SU  SSU
--  --  --  --  --
10                                NORTHERN CALIFORNIA REGION                04-01-1990
10 10                            NC ENFORCEMENT DIVISION                  04-01-1990
10 10 10                        NORTH COASTAL MOUNTAIN DISTRICT          04-01-1990
10 10 20                        SACRAMENTO VALLEY DISTRICT              04-01-1990
10 10 20 10                    GROSS POLLUTER TASK FORCE                04-20-2004
10 10 20 10 10                POWER PLANT GENERATOR TEAM              04-20-2004
10 10 20 10 20                CHEMICAL MANUFACTURER TEAM              04-20-2004
10 10 20 10 30                OIL REFINERY TEAM                       04-20-2004
10 10 20 80                    SACRAMENTO VALLEY DISTRICT - OTHER      04-01-1990
10 10 30                        NORTHERN SIERRA NEVADA DISTRICT         04-01-1990
10 10 30 10                    HIGH ALTITUDE PATROL                   04-01-1990
10 10 30 20                    LAKE TAHOE PATROL                       04-01-1990
10 10 40                        NC REGION SHMAT TEAM                    04-01-1990
10 10 90                        NC ENFORCEMENT CHIEF                   04-01-1990
10 20                            NC PARTICULATE MATTER DIVISION          04-01-1990
10 20 10                        NORTH COASTAL MOUNTAIN PARTICULATE INVESTIGATIONS 04-01-1990
10 20 20                        SACRAMENTO VALLEY PARTICULATE INVESTIGATIONS 04-01-1990
10 20 30                        NORTHERN SIERRA NEVADA PARTICULATE INVESTIGATIONS 04-01-1990
    
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CSB9040H *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS  ORG DESCRIPTOR TABLES (D02-D06) UPLOAD ACTIVITY REPORT
                                *****  ORG NUMBER: 9990
04/20/2004 (17:58) *****  ORG PAGE: 1
D02 D03 D04 D05 D06
S  SS  U  SU  SSU  F  TBL
--  --  --  --  --  -  --
                                TITLE
                                DATE          TIME          USERID
                                -----
                                ERROR MESSAGES
                                -----
10 10 20 10          C 05  GROSS POLLUTERS TASK FORCE                04-20-2004  05:58:00 PM  UPLOAD
10 10 20 10 10      A 06  POWER PLANT GENERATOR TEAM
                                                M08 REC ALREADY EXISTS
10 10 20 10 20      A 06  CHEMICAL MANUFACTURER TEAM
                                                M08 REC ALREADY EXISTS
10 10 20 10 30      A 06  OIL REFINERY TEAM
                                                M08 REC ALREADY EXISTS
10 20 80 10          C 05  SACRAMENTO PARTICULATE LABORATORY        04-20-2004  05:58:00 PM  UPLOAD
90 90                C 03  ADMINISTRATION
                                                M10 NO CHNG MADE TO REC
90 90 81            A 04  CAPITOL OUTLAY - MINOR
                                                M08 REC ALREADY EXISTS
90 90 81            C 04  CAPITAL OUTLAY - MINOR
                                                M10 NO CHNG MADE TO REC
    
```