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A FRAMEWORK TO EVALUATE CHANGES TO THE FEDERAL CATALOG
SYSTEM(U) LOGISTICS MANAGEMENT INST WASHINGTON DC
D J O'CONNOR ET. AL. MAY 83 LMI-DL202 ADA903-81-C-0166

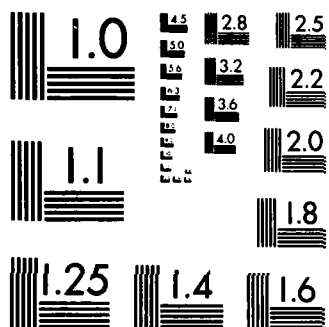
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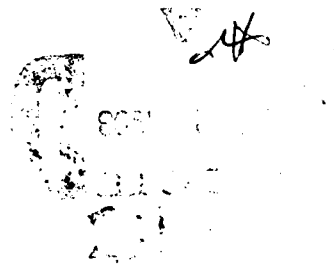
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May 1983

A FRAMEWORK TO
EVALUATE CHANGES TO THE
FEDERAL CATALOG SYSTEM

(12)

EXECUTIVE SUMMARY

The Federal Catalog System (FCS) catalogs more than 5.5 million items and handles more than 41 million transactions a year. Changes to the system are constantly proposed for such purposes as cutting costs, reducing errors, improving its responsiveness or increasing its capacity. Such changes can be highly advantageous or a complete waste of money.

DLA needs to know how a proposed change to the FCS will affect the total cost of its operation. On the basis of that knowledge it can decide immediately, for example, whether a change intended to reduce costs will really do so. It can also place a price tag on changes proposed for other reasons and decide whether they are worth implementing.

DLA does not now have an adequate measure of the total cost impact of a change on either the operators or the users of the FCS. To produce such a measure, it needs a framework for assignment of labor, material, and overhead costs to the FCS processes: item entry control, provisioning screening, item identification, maintenance of National Stock Numbers, issuance of publications, release of file information, cataloging, management, and training. Further, it needs well-defined methods to project how changes in the system will affect costs.

We propose a framework to satisfy these needs. The framework consists of:

- A cost-estimating approach which provides for the assignment of appropriate DLA central administrative costs, primarily those of the Defense Logistics Services Center, to the various FCS processes.
- A cost-estimating approach that provides for the application of standard costs in evaluating proposed FCS changes to "first-level" users -- the supply centers of the Services, DLA, other DoD agencies, and civilian agencies.

- A methodology for integrating both approaches, allowing DLA to assess the total cost of proposed FCS changes.

A test of the proposed framework indicates that it can be used effectively to evaluate proposed changes to the FCS. We recommend the following steps for further development and implementation of the framework: 1) assignment of DLA cost analysis function to further define and administer the framework, 2) development of detailed framework procedures, 3) establishment of review responsibility for FCS change analyses, 4) validation of central administrative costs to be assigned to FCS processes, and 5) development of a plan to expand standard cost coverage for first-level users.



A-1

TABLE OF CONTENTS

	<u>Page</u>
EXECUTIVE SUMMARY	ii
LIST OF FIGURES	v
LIST OF TABLES	vi
<u>CHAPTER</u>	
1. INTRODUCTION	1- 1
Size and Complexity of the FCS	1- 1
Objective and Overview of Report	1- 2
2. A FRAMEWORK FOR MEASURING THE COSTS OF FCS CHANGES	2- 1
User Community	2- 1
Central Administrative Costs	2- 3
First-Level User Costs	2-11
Integrating Methodology	2-14
3. RECOMMENDATIONS	3- 1
APPENDIX A. DLA and DLSC FCS Processes/Functions and Unit Costs	
APPENDIX B. Status of User-Defined Processes	

LIST OF FIGURES

<u>FIGURE</u>		<u>Page</u>
2-1	FCS User Community	2- 2
2-2	The Framework--A Systems Concept.	2- 4
2-3	Framework Detail for Assigning Unit Costs to FCS Processes and Functions	2- 7
2-4	First-Level User Interface with FCS	2-12

LIST OF TABLES

<u>TABLE</u>		<u>Page</u>
2-1	FCS Processes and Functions	2- 6
2-2	Assignment of Unit Costs to FCS Processes	2- 8

1. INTRODUCTION

SIZE AND COMPLEXITY OF THE FCS

The purpose of the Federal Catalog System (FCS) is to provide a common identification language for government supply items that are repetitively procured, stocked, controlled, and subjected to central inventory management and distribution by DoD and civilian agencies. The FCS is maintained and operated at the Defense Logistics Services Center (DLSC) in Battle Creek, Michigan. The Defense Integrated Data System (DIDS) is the automated system central to the operation of the FCS. DIDS is so complex that 14 volumes are published to describe it to users.

The Defense Logistics Agency (DLA) manages and administers DLSC and through it the FCS. DLA is continually confronted with proposals to change the FCS. Some are to reduce costs. Others are intended to improve the quality of the information services provided to FCS users. Users include the Services, the General Services Administration, and other DoD and civilian agencies. Any change to DIDS or to any other FCS component or procedure is reviewed by each user organization, and every attempt is made to ensure that changes result in the greatest benefit to as many users as possible.

Tracing the expected results of changes to the FCS through the labyrinth of its information services and user organizations has become increasingly difficult. It is important, however, for DLA to know how a change will affect the total cost of FCS operations. If the change is to reduce costs, such knowledge reveals immediately whether the change is worth implementing. If the change is for some other purpose, knowledge of the cost implications provides a basis for judging whether it is worth implementing.

DLA does not now have an adequate measure of the total cost impact of a change to either the operators or the users of the FCS. To produce such a measure, it needs a framework for assignment of labor, material, and overhead costs to the key functional activities of the system.

OBJECTIVE AND OVERVIEW OF REPORT

The objective of this report is to describe a framework to satisfy the needs of DLA just described. The framework is proposed in Chapter 2. It includes a description of the user community of the FCS, the costs to be measured, and the methodology to measure them. Chapter 3 presents recommendations for implementing the framework.

2. A FRAMEWORK FOR MEASURING THE COSTS OF FCS CHANGES

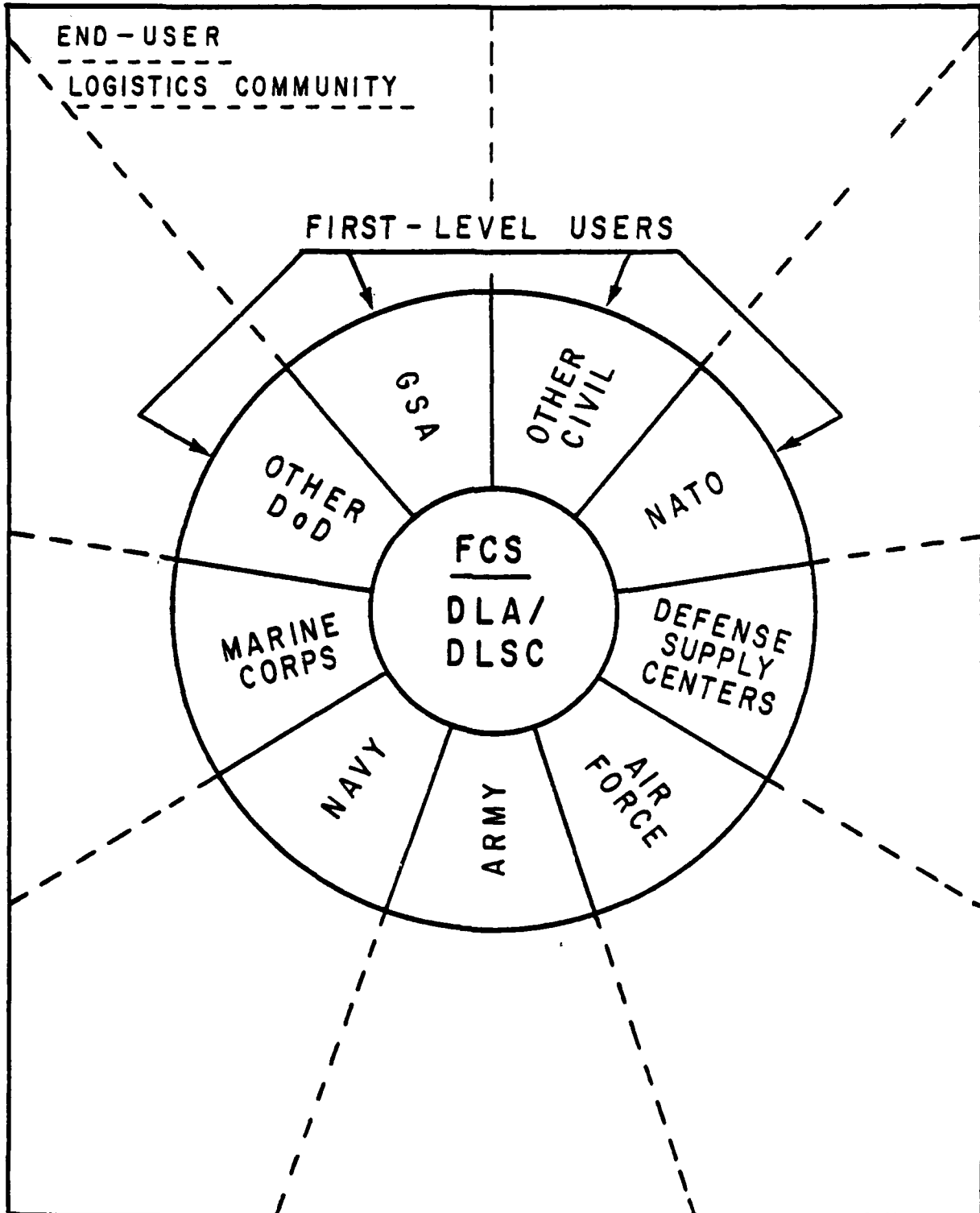
USER COMMUNITY

Proposed changes to the FCS are reviewed by each user organization in an attempt to ensure that the changes will benefit as many users as possible. Thus, the framework captures costs related to these FCS users. The relationship of the FCS to its users is shown in Figure 2-1. There are three different levels of users: 1) DLSC, the central operators and administrators of the FCS; 2) the Services and other defense and civilian agencies -- the first-level users of the system; and 3) those persons in the logistics community who use FCS products but have no direct contact with it -- the end-users. At the DLA/DLSC level, changes in costs due to proposed system changes appear to be entirely measurable. System processes are well identified and documented. There is also a financial accounting system which allows for the comparison of actual and proposed costs to the processes. At the second level, the costs of proposed system changes can be inferred from various work measurement programs in place or in the process of being implemented.

At the end-user level, however, proposed system changes and their impact on cost are difficult to develop. Benefits to FCS end-users are intangible, elusive, hard to measure, and not easily relatable to DLSC FCS processes. Such benefits flow from the advantages of a centralized cataloging system -- the "one item/one manager/one identifying number" concept -- and include:

- Minimization of procurement costs.
- Standardization and predictability of item performance and reliability characteristics.
- Common supply language among allies who do not share a common spoken language.

FIGURE 2-1. FCS USER COMMUNITY



- Minimization of the likelihood that one government unit will dispose of items which another needs.

We excluded the cost impact of achieving benefits to end-users from the framework because monetary values cannot be readily assigned to them. To measure the total cost impact of a change to the FCS for central administration and first-level user activities, however, we propose a framework consisting of:

- A cost-estimating approach that identifies and assigns appropriate DLA central administrative processes.
- A cost-estimating approach that uses work standards to evaluate proposed FCS changes to "first-level" users.
- A methodology for integrating both approaches, allowing DLA to assess the total cost of proposed FCS changes.

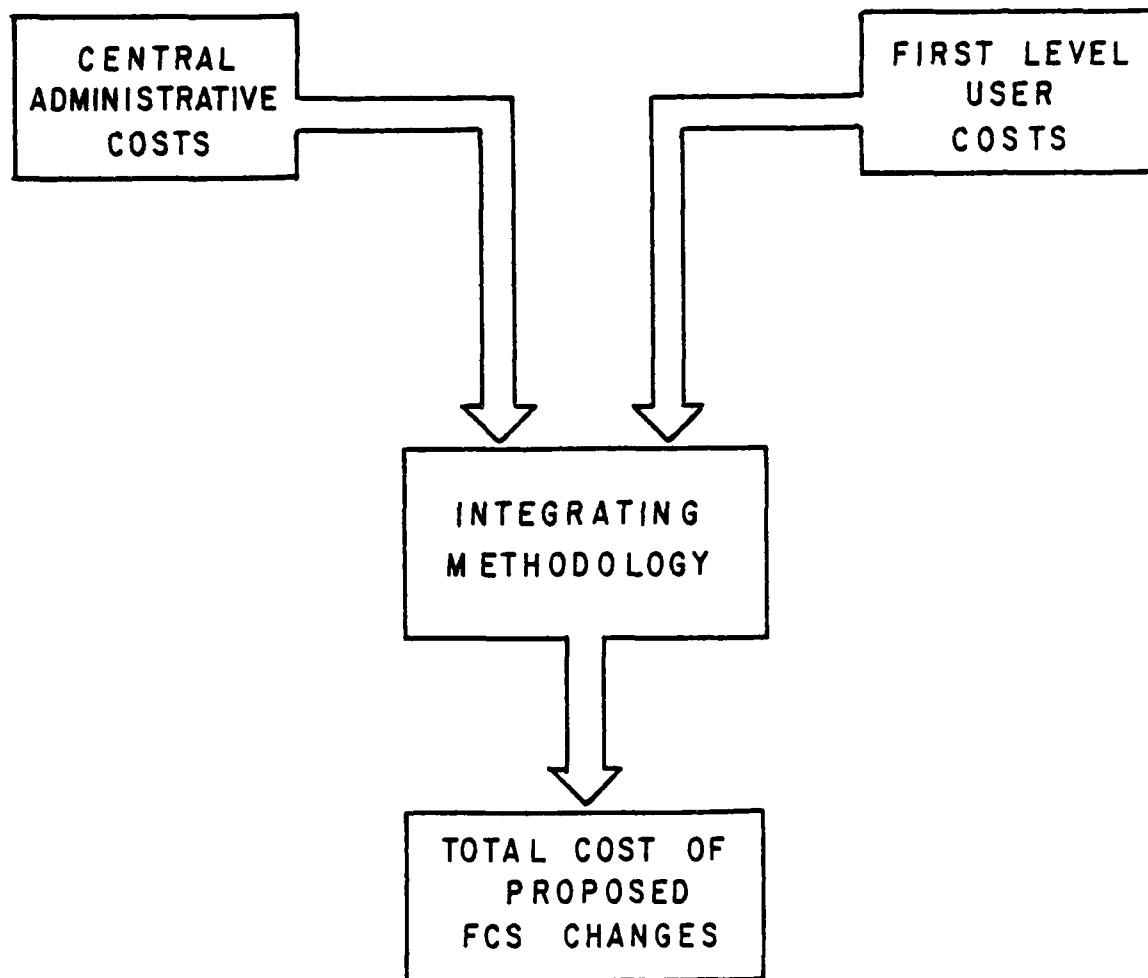
The overall system concept for the framework is illustrated in Figure 2-2. It shows that through the use of the integrating methodology, both central administrative costs and first-level user costs are combined to produce the total cost of a proposed FCS change.

The following sections describe how costs are recorded and assigned for each type of cost, and provides the detail for combining them.

CENTRAL ADMINISTRATIVE COSTS

At present, the costs of FCS functions at DLSC and DLA Headquarters sites, i.e. the central administrative costs, are recorded and reported under an accounting structure which provides for the accumulation and recording of costs according to agency organizational units and activities. While some of these units' costs pertain specifically to FCS functions, many do not. Moreover, many of the costs reported by any one unit are shared among the various established FCS processes and functions, including item entry control, provisioning screening, item identification, and establishing, maintaining and changing catalog stock numbers. Because it is necessary to know the cost of

FIGURE 2-2. THE FRAMEWORK -- A SYSTEMS CONCEPT



each of these processes and functions to analyze and determine the impact of proposed changes, it is necessary to restructure applicable DLA unit costs according to FCS processes and functions. They are listed in Table 2-1, are commonly used to describe user activities, and are, therefore, familiar to FCS users. Appendix A contains a detailed description of the existing DLA unit costs applicable to FCS processes.

Figure 2-3 displays the proposed structure for assigning unit costs to FCS processes. Within this structure, DLA unit costs are first accumulated and recorded under the agency's existing accounting structure, and then subdivided and allocated to FCS processes and functions (listed in Table 2-1). The costs of the function, FCS Overall Management are then assigned to the remaining processes and to the training function on a pro-rata basis (according to the amount of unit costs assigned to them).

It should be noted that two FCS processes are aggregations of other processes and functions. Item Entry Control ("A", Figure 2-3) is the aggregation of all costs assigned to the processes of Provisioning Screening ("B") and Item Identification ("C"). Similarly, Establish and Maintain a New NSN ("D") is the aggregation of all costs assigned to the processes of Item Identification ("C") and Change an NSN ("E"). To prevent double counting, no unit or management costs are directly assigned to either of these processes. Also, these represent total costs. To calculate the average cost of, for example, establishing one NSN, divide the Item Identification cost for a year by the number of NSNs established during the year.

Table 2-2 shows, for each FCS process or function, the specific DLA unit cost category (or portion thereof) to be assigned to it. Appendix A provides a

TABLE 2-1. FCS PROCESSES AND FUNCTIONS

<u>PROCESS/FUNCTION</u>	<u>DEFINITION</u>
A. Item Entry Control	The process of assuring that each item has one National Stock Number, a combination of processes "B" and "C", Provisioning Screening and Item Identification.
B. Provisioning Screening	The process of linking all known reference numbers of items on a provisioning parts list with data in the DIDS.
C. Item Identification	The process of writing new item identifications, including all activities from the time a Supply Support Request is received until the NSN is assigned.
D. Establish New NSN and Maintain it for a Year	This process is a combination of "C", Item Identification and "E", Changing an NSN.
E. Change an NSN	The process of maintaining an NSN record in the FCS including revisions of data and deletions of the record.
F. Provide FCS Publications	The process of publishing documents for the users of the FCS, but excluding internal DLSC publications.
G. Provide File Information	The process of extracting data from DIDS to respond to specific data requests by users concerning catalogue items.
H. Develop and Maintain Cataloging Tools and Procedures	The process of developing and maintaining cataloging tools (handbooks, cross reference lists) and procedure manuals to provide positive identification of every item of supply.
I. FCS Overall Management	The function of planning, managing and administrating the FCS technical operations at DLA supply centers, DLSC and DLA head-quarter units.
J. Training	The function of training FCS employees, excluding on-the-job training.

FIGURE 2-3. FRAMEWORK DETAIL FOR ASSIGNING UNIT COSTS TO FCS PROCESSES AND FUNCTIONS

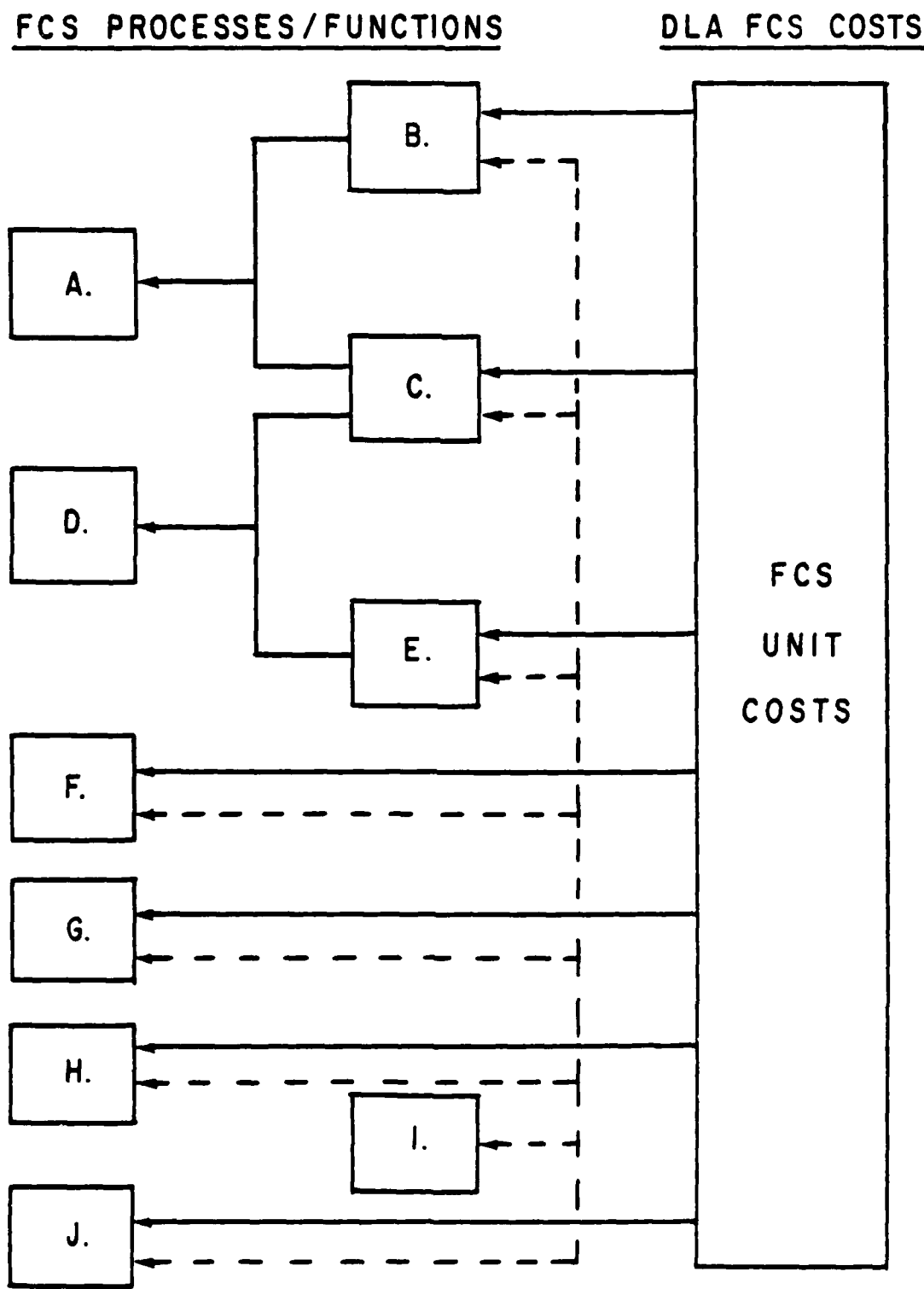


TABLE 2-2. ASSIGNMENT OF UNIT COSTS
TO FCS PROCESSES

<u>FCS PROCESS/FUNCTION</u>	<u>DLA COST CATEGORY</u> <u>CODE</u>	<u>COST CATEGORY</u> <u>DESCRIPTION</u>
A. Item Entry Control	See "B", "C" Below	
B. Provisioning Screening	480.01	Administration of provisioning program
	Overhead Cost { 937.60	Special services in support of computer operations
	{ 961	DLSC ADP costs for DIDS screening in support of provisioning screening
	{ 962	Centrally funded DLCS AUTODIN costs
	{ 975	
C. Item Identification	422.01	Original item identifications
	454.01	International Codification
	451.01	DLSC planning, administrative direction and processing of original item identifications
	451.04	
	425.01	Furnish technical data for original item identifications
	Overhead Costs	See "B"
D. Establish and Maintain New NSN	See "C" and "E"	
E. Change a NSN	422.01	Item identifications other than original items identifications
	422.02	Other item identifications actions
	422.03	DLSC data base cleanup
	425.01	Furnish technical data to upgrade existing DIDS records
	451.04 } 451.01 } 451.02 }	Process maintenance transactions for DIDS records
	454.01	International Codification
	Overhead Costs	See "B"

TABLE 2-2 (cont.)

<u>FCS PROCESS/FUNCTION</u>	<u>DLA COST CATEGORY CODE</u>	<u>COST CATEGORY DESCRIPTION</u>
F. Provide FCS Publications	452.02	Develop, maintain, and control descriptive and management publication for logistics data
	452.01	Administer program for customer service, customer training DLSC products, and services
	454.01	International Codification
	423.01	Develop identification list data
	951	Print and reproduce FCS descriptive and management publications
	952	Printing and reproduction costs, including contractual printing
	961	DLSC ADP costs for producing FCS descriptive and management publications
	962	DLSC ADP costs for producing FCS descriptive and management publications
G. Provide File Information	452.01	Administer mass data retrieval
	452.02	and other programs to assist users in obtaining file information
	Overhead Costs	See "B"
H. Develop and Maintain Cataloging Tools and Procedures	451.02	Manage federal supply classification code structure and develop item identification tools
	424.01	Develop and coordinate FIIGs and item names
	451.01	Plan, program, and administer item identification activities
	452.01	
	452.02	Develop, maintain, and control descriptive and management publications for logistics data
I. Overall FCS Management	411	Overall planning, management, and administration of technical operations at DLA supply centers
	814.30	Obligations incurred for Executive Director, Technical and Logistics Services, DLA HQ.
	911	Command and general administrative control at DLSC and DLA supply centers

TABLE 2-2 (cont.)

<u>FCS PROCESS/FUNCTION</u>	<u>DLA COST CATEGORY CODE</u>	<u>COST CATEGORY DESCRIPTION</u>
I. Overall FCS Management (cont.)	915	Implementation of management improvements and standards
	916	Other planning and management operations costs
	961	DLSC ADP costs not attributable to other functions
	962	
	976	
	451.01	DLS FCS Costs not directly attributable to other functions
	451.04	
	452.01	
	454.01	
	J. Training	453.01
411.03		Administer and manage--commercial activities including training
412.01		Technical operations training
819.20		Personnel training, HQ DLA
911.04		Command and staff--commercial activities including training
919.01		Personnel training, headquarters administration
963.01		Personnel training, data systems
979.01		Personnel training, telecommunications services
954.01		Personnel training administrative support

detailed description and procedure for this assignment process. The procedure for the assignment of costs is described below under "Integrating Methodology." This procedure integrates the central and first-level user costs and provides an estimate of the cost impact of proposed system changes.

FIRST-LEVEL USER COSTS

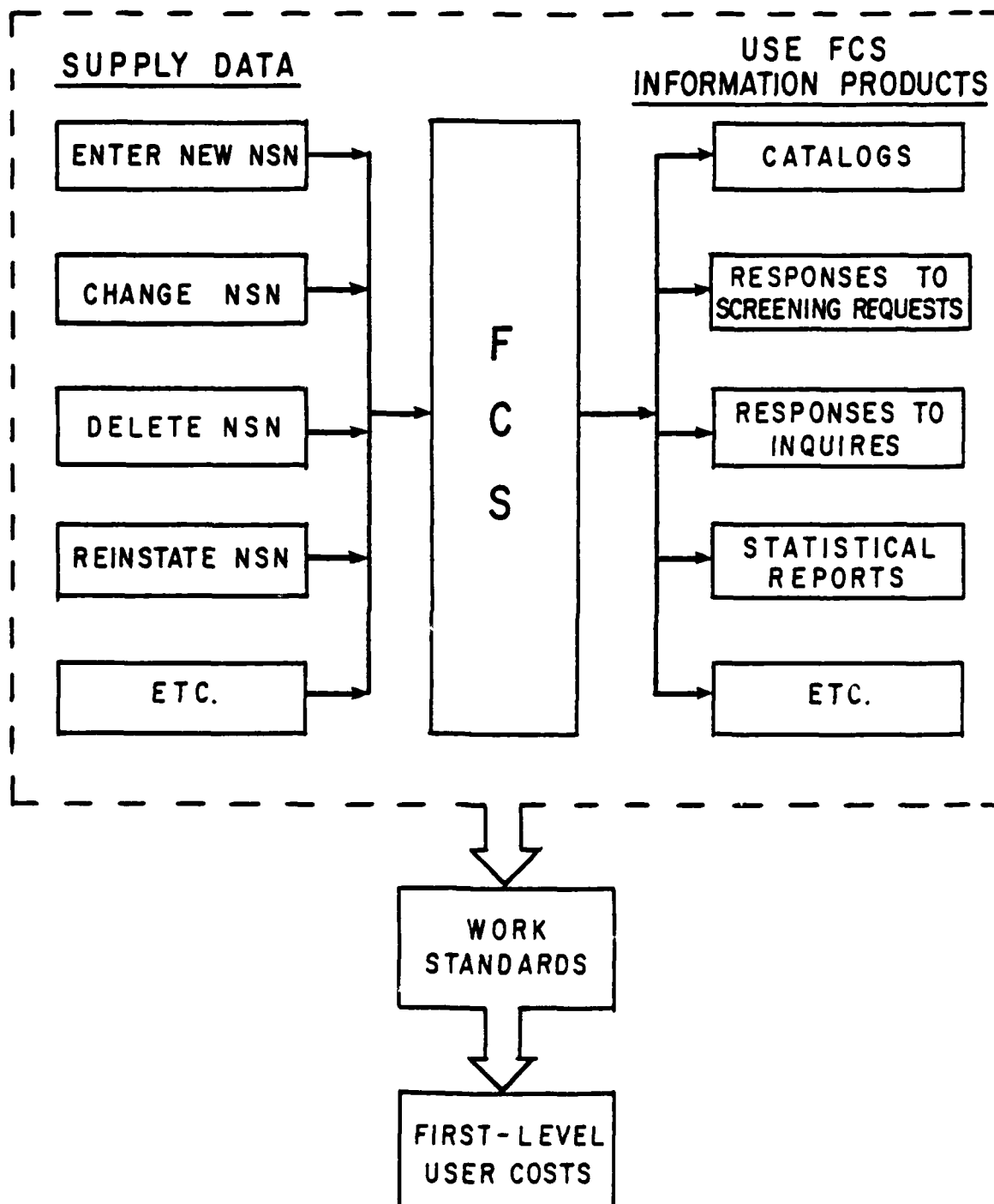
There is no standard structure of FCS-related cost codes for first-level users as there is for central administrative costs. Users work for many different agencies and interact differently with the FCS. Thus, it is not possible to use the same approach in developing costs for these users.

Figure 2-4 shows the first-level user interface with the FCS and the flow to developing costs. First-level users interact with the FCS in two ways, by supplying data to it and by using its products such as publications and DIDS file query responses. As a method of measuring and managing their work, these users are developing work standards for many of their activities.

While very few work standard data have been developed by first-level users, all first-level users have developed approaches--some users have well-defined procedures--for work measurement systems pertaining to their FCS activities. Appendix B contains descriptions of the various approaches used by each first-level user, in addition to the procedure documentation itself, where available. An analyst wishing to evaluate a change in an FCS process for first-level users would be able to use the work standard procedures for each user to be affected and "roll up" the estimated costs, both current and proposed, to evaluate a change. Until the standards themselves are developed by each first-level user, however, users must take extra steps to determine the impact of proposed changes to the system.

We should add that a given change may affect more than one work standard, possibly in opposite ways. For example, if a change reduced the number of

FIGURE 2-4. FIRST LEVEL USER INTERFACE WITH FCS



entries for a Federal Item Identification Guide (FIIG), it might reduce the cost of preparing a FIIG but increase the cost of identifying items. Costs for all affected standards must be summed for all users.

Appendix B shows the following information about work standards development by the first-level users of the FCS:

- The Army has developed standard practice records for administrative functions and work units. Data collection and work standards analysis are yet to be undertaken; each major command has responsibility for undertaking these tasks.
- The Navy (Naval Supply Systems Command) delegates work standards development to its local command sites, providing standard cost account guidance through its NAVSUP Management Handbook.
- The Marine Corps has not yet scheduled Corps-wide work standards development but has issued work unit definitions for FCS-related activities carried out by its Technical Operations Division.
- The Air Force's Cataloging and Standardization Office has just started a program of developing FCS-related work standards, although formal process descriptions do not exist.
- Defense Supply Centers have developed both procedures and work standards for FCS-related processes, and work is currently being reported and measured against the standards.
- NATO and other foreign government cataloging services negotiate standard cost rate schedules for FCS-related administrative activities, from which FCS change costs can be determined.
- The Veterans Administration supplies work-measurement standards which are useful in evaluating the costs of changes to that civilian agency and others.
- The General Services Administration (GSA) has developed a work measurement coding structure but has not yet specified the processes themselves.

There are two problems in using user work standards to calculate the costs of changes in the FCS. One, users organize their work differently and therefore have different work standards. The costs must be summed over all users. Two, not all users have completed their work standards. The Veterans Administration has developed and validated some work standards and are developing more. The Army, Navy, Marine Corps and GSA have developed procedures

and/or measurement techniques but have not completed work standards. The Air Force is just beginning to develop them. Obviously, the total impact of a change cannot be evaluated until work standards are complete. But most of the important procedures and/or measurement techniques have been developed, and they can be used as guidelines to evaluate the impact of FCS-related changes now.

INTEGRATING METHODOLOGY

By assigning central administrative costs to FCS processes and using first-level user work standards to generate standard costs for FCS and related administrative processes, we have developed the components of a "total-cost" approach to estimating the impact of proposed FCS changes. The methodology to integrate those components to effectively evaluate system changes is straightforward. It is described below and consists of:

- Establishing baseline costs for both central administrative and first-level user sites when a change to the system is proposed.
- Estimating central administrative and first-level user site costs that would be incurred as a result of a change to the system.
- Comparing baseline costs to estimated costs to determine the price tag of the change -- either the savings or increased cost incurred for benefits to be derived from the change.

Establishing Baseline Costs

Responsibility for the establishment of central administrative and first-level user costs, as well as the estimation and comparison of proposed cost changes to the FCS, should be assigned to a DLA cost analysis function, preferably at DLA headquarters. The analyst(s) would be responsible for the following steps in determining baseline costs:

1. Using the accounting structure defined in Table 2-2 and detailed in Appendix A, establish the present costs of the central administrative system

processes affected by the proposed change. This is accomplished by:

- a. Developing current unit costs for the affected processes, using the most recent cost data available
- b. Allocating costs to the processes according to the structure proposed, contacting appropriate DLA and DLSC department managers to determine costs (costs shared among processes should be allocated to all those processes).
- c. Summing all current costs for the administrative processes affected by the change.

2. Determine the work standards of first-level users that will be affected by the proposed change. Calculate the cost of the current standards by:

- a. Establishing current work volumes for the cataloging processes to be affected.
- b. Determining the average grade level at which the cataloging processes are performed by first-level users.
- c. Calculating current standard costs, applying the current work volumes and cost rates for each affected process, and summing all costs for affected first-level users (where work standards are available).

3. Combine central administrative costs and first-level user costs to arrive at the total current cost of the processes affected by the proposed change.

Estimating the Cost of a Proposed FCS Change

Next, the analyst must develop an estimate of the cost that would result from the change. The following steps are necessary:

1. Review with central administrative management the changes that would occur to the various FCS processes if the proposed change were implemented. Determine the resulting cost increase/decrease and develop total costs for each cost category. Allocate costs to processes and sum all costs for all affected processes in the same manner as for establishing baseline costs.

2. Review with first-level users the changes that would occur in their FCS-related function if the proposed change were effected. Determine whether work volumes, cost rates, or work methods would be modified. Determine the resulting cost increases/decreases and develop total costs for all work standards affected by summing all costs for all affected users.

Comparing Baseline to Estimated Costs

The final step is to compare the total current cost of the FCS processes affected by the proposed change to the total estimated cost of the processes resulting from the change. If a comparison of the cost shows a savings when the new method is used, the proposed change is worth implementing. If the cost under the new method is greater than the present cost, the change is probably not worth implementing. However, in both cases the "price" of the change, either a savings or an increase, must be considered in conjunction with any intangible aspects (such as improved system responsiveness) of the proposed change.

The framework provides the basis for estimating the cost of proposed changes before they are implemented, as well as tracking the cost of business as usual. With this framework, the costs of central administration of FCS processes can be calculated. The costs to first-level users can be calculated using work standards under development. Thus, the current cost of FCS processes and the cost of proposed changes can be evaluated in terms of the total cost to DLA and users of the FCS.

3. RECOMMENDATIONS

During the past few months, the framework described in the preceding chapter has been tested. The results (described in a separate report) indicate that the framework can be used effectively to compare the total costs of current FCS processes to the total costs of proposed processes. The test also indicated that further steps are needed to define and implement the framework to achieve a full capability for evaluating FCS change proposals. Staffing actions, procedures development, and data refinement are all needed to develop the framework to the fully-working status. We recommend that DLA take the following steps:

1. Assign responsibility for implementing and administering the framework to a cost-analysis function, preferably within the headquarters organization. At least one full-time analyst is necessary to perform the analytical functions. Additional staff may be required to develop initial procedures and data documentation.

2. Develop detailed procedures for administering the framework. Such procedures should include, as a minimum, the use of worksheets and checklists for compiling both current and proposed change costs, contact lists for obtaining cost estimates, and work standard coverage status reports to track the status of first-level users' FCS work standards.

3. Determine the responsibility or chain of command for review of FCS change analyses. The review process should include key managers for all first-level users affected by a change, a review committee of central administration managers and a management representative from the group responsible for the change analysis.

4. Review DLA unit cost codes to be used for assigning costs to central administration processes for appropriateness and currency of cost data. Develop detailed procedures to further refine the process/function cost assignment data collection and analysis parts of the framework for central administrative costs.

5. Encourage first-level users to develop and implement FCS work standards where they are lacking. As a first step, determine the detailed status of current work standard coverage with all users so that a plan can be developed with them to achieve adequate coverage.

APPENDIX A

DLA AND DLSC FCS PROCESSES/FUNCTIONS AND UNIT COSTS

APPENDIX A INDEX

<u>Contents</u>	<u>Page</u>
Summary	A-1
A. Item Entry Control	A-4
B. Provisioning Screening	A-5
C. Item Identification	A-7
D. Cost of Establishing a New National Stock Number (NSN) and Maintaining it for One Year	A-9
E. Changing an NSN	A-10
F. Providing FCS Publications	A-12
G. Providing File Information from DLSC to Users	A-14
H. Developing and Maintaining Cataloging Tools and Procedures	A-15
I. FCS Overall Management	A-16
J. Training	A-18

UNIT COST ELEMENTS OF FCS PROCESSES/FUNCTIONS

SUMMARY

Each of the following line items is defined more fully in terms of application and source beginning on page A-4. Total costs for all codes, except code 975, are available from the "DLA Expense/Cost Report" (RCS: DLA(M) 48) produced monthly by DLA and available from the Director of Cataloging and Technical Information (DLA-SC). Code 975 costs are available from the Chief, Telecommunications Division, Directorate of Telecommunications and Information Systems (DLA-ZT).

DLA COST CODE	APPLICABLE COST
A. Item Entry Control	
	Provisioning screening (Functional Area B) Item identification (Functional Area C)
B. Provisioning Screening	
(1) 480.01	Administration of the provisioning program
(2) 937.60*	Special services (including energy usage and janitorial services) beyond the standard level user charges in support of computer operations
(3) 961 *	} DLSC ADP costs for DIDS screening in provisioning screening
(4) 962 *	
(5) 975 *	
C. Item Identification	
(1) 422.01*	Original item identifications (for DoD users)
(2) 454.01*	Original item identification (for international users)
(3) 451.01*	DLSC planning, administrative direction and processing of original item identifications
(4) 451.04*	
(5) 425.01*	Furnishing technical data for original item identifications
(6) 937.60*	Special services (including energy usage and janitorial services) beyond the standard level user charges in support of computer operations
(7) 961 *	} DLSC ADP costs of DIDS screening in support of original item identification
(8) 962 *	
(9) 975 *	
D. Cost of Establishing a New NSN and Maintaining It for a Year	
	Item identification (Functional Area C) Changing an NSN (Functional Area E)

* Costs in the indicated codes are divided between two or more functions. A brief description of the relevant portion of each code is given under "Applicable Cost".

DLA COST
CODE

APPLICABLE COST

E. Changing an NSN

- | | | |
|------|---------|--|
| (1) | 422.01* | Item identifications other than original item identifications |
| (2) | 422.02 | Other item identification actions |
| (3) | 422.03 | DLSC data base cleanup |
| (4) | 425.01* | Furnishing technical data to upgrade existing DIDS records |
| (5) | 451.04* | Processing maintenance transactions for DIDS records |
| (6) | 454.01* | Data maintenance for international users |
| (7) | 937.60* | Special services (including energy usage and janitorial services) beyond the standard level user charges in support of computer operations |
| (8) | 961 * | DLSC ADP costs for processing data maintenance transactions |
| (9) | 962 * | |
| (10) | 975 * | Centrally funded DCS AUTODIN costs |
| (11) | 451.01* | Item identification activities to upgrade and revise DIDS records |
| (12) | 451.02* | |

F. Providing FCS Publications

- | | | |
|-----|---------|--|
| (1) | 452.02* | Development, maintenance, and control of descriptive and management publications for logistics data |
| (2) | 452.01* | Administering programs in the FCS for customer service, customer training, DLSC products and services |
| (3) | 423.01 | Development of identification list data |
| (4) | 951 * | Printing and reproduction costs for FCS descriptive and management publications (including all contractual printing) |
| (5) | 952 | |
| (6) | 961 * | DLSC ADP costs for producing FCS descriptive and management publications |
| (7) | 962 * | |
| (8) | 454.01* | International codification support of FCS publications |

G. Providing File Information from DLSC to Users

- | | | |
|-----|---------|--|
| (1) | 452.01* | Administering mass data retrieval and other programs to assist users in obtaining file information |
| (2) | 937.60* | Special services (including energy usage and janitorial services) in support of computer operations beyond the standard level user charges |
| (3) | 961 * | DLSC ADP costs for providing file information to users |
| (4) | 962 * | |
| (5) | 975 * | Centrally funded DCS AUTODIN costs |
| (6) | 452.02* | Systems management and publications activities in support of data retrieval services |

* Costs in the indicated codes are divided between two or more functions. A brief description of the relevant portion of each code is given under "Applicable Cost".

DLA COST
CODE

APPLICABLE COST

H. Developing and Maintaining Cataloging Tools and Procedures

- (1) 451.02* Management of the federal supply classification code structure and development of item identification tools
- (2) 424.01 Development and coordination of FIIGs and item names
- (3) 451.01* Planning, programming and administrative direction of item identification activities
- (4) 452.02* Development, maintenance and control of descriptive and management publications for logistics data
- (5) 452.01* Administering programs in the FCS for DLSC products and services

I. FCS Overall Management

- (1) 411 * Overall planning, management, and administration of technical operations at DLA supply centers
- (2) 814.30 Obligations incurred for Executive Director, Technical and Logistics Services, DLA HQ
- (3) 911 * Command and general administrative control at DLSC and and DLA supply centers
- (4) 915 Implementation and supervision of policies and for effective management improvements and standards
- (5) 916 Other planning and management operations
- (6) 961 DLSC ADP systems management costs
- (7) 962 * DLSC ADP costs not attributable to other functions
- (8) 976 Narrative/data messages services including AUTODIN terminal equipment
- (9) 451.01*)
- (10) 451.04*)
- (11) 452.01*) DLSC FCS costs not directly attributable to other
- (12) 452.02*) functions
- (13) 454.01*)

J. Training

- (1) 453.01 Personnel training, DLSC
- (2) 411.03* Administration and management--commercial activities including training
- (3) 412.01* Technical operations training
- (4) 819.20* Personnel training, HQ DLA
- (5) 911.04* Command and staff--commercial activities including training (DLSC only)
- (6) 919.01* Personnel training, headquarters administration
- (7) 954.01* Personnel training, administrative support
- (8) 963.01* Personnel training, data systems
- (9) 979.01* Personnel training, telecommunications services

* Costs in the indicated codes are divided between two or more functions. A brief description of the relevant portion of each code is given under "Applicable Cost".

APPLICATIONS AND SOURCES OF FCS PROCESSES/FUNCTIONS AND UNIT COSTS

- A. Item Entry Control - This function consists of Provisioning Screening (Functional Area B) plus Item Identification (Functional Area C).

B. Provisioning Screening - The operation whereby all known reference numbers associated with an item of supply on a provisioning parts list are screened against data maintained in the Central Catalog File for purposes of revealing their association with existing NSNs (from DoD, Manual 4130.2M).

<u>Line</u>	<u>Item Key</u>	<u>Description</u>	<u>Source</u>
(1)		Cost of administering supply support requests (all costs charged to code 480.01)	
ADD: .(2)		Special services (including energy usage and janitorial services) beyond the standard level user charges, in support of provisioning screening computer operations, charged to code 937.60.	Contact the Director, Office of Programs and Resources (DLSC-0) to obtain the proportion of costs in the above codes attributed to computer operations. Of that cost, include the portion equal to the proportion of computer costs (codes 961 and 962) in this function to all FCS computer costs (codes 961 and 962 in Functions B, C, E, G).
ADD: (3) & (4)		Computer costs of DIDS screening (portion of DLSC costs charged to codes 961 and 962).	No existing report provides accurate computer costs by functional area. Consequently, charges to codes 961 and 962, "ADP Systems Management" and "Data Processing Operations," must be assigned to functional areas by estimation.

* Total costs in all codes are available from the Sources cited on page A-1. For codes which are included in two or more functions, an estimate of the portion of costs to be assigned to each function is required. To obtain an estimate, contact the office listed in this column.

Line Item Key

Description

Source

ADD: (5)

Centrally funded DCS AUTODIN costs,
code 975.

Contact the Chief, Telecommunications Division, Directorate of Telecommunications and Information Systems (DLA-ZT) to obtain an estimate of DLSC portion of AUTODIN costs. Then contact the Director of Telecommunications and Information Systems (DLSC-D) to obtain an estimate of AUTODIN costs for this function.

C. Item Identification - Cost of providing new item identifications, i.e. the cost of all activities from the time a Supply Support Request is received at a supply center until the decision is made at DLSC to assign a new NSN.

<u>Line Item Key</u>	<u>Description</u>	<u>Source</u>
(1)	Cost of preparing original descriptive method item identifications (DMIIs) and original reference method item identifications (RMIIs) charged to code 422.01.	Contact Chief, Management Support Office, Directorate of Technology and Logistics Services, at the DLA supply centers, to obtain an estimate of this cost. (An estimate of this figure could also be calculated by multiplying the number of DMIIs and RMIIs completed in a month by each center by the center's work standard by the center's effectiveness percentage for that month by the average hourly labor rate. These data are available from the monthly LAPER report (part A--Work Center Level) prepared by the DLA supply centers and from the contact named above.)
ADD: (2)	Cost of preparing original DMIIs and RMIIs charged to code 454.01 for international users.	Contact the Chief of International Codification Division (DLSC-CN) for the proportion of hours charged to 454.01 that is spent on original DMIIs and RMIIs.
ADD: (3) & (4)	Cost of the planning, administrative direction, and processing of original item identifications charged code 451.01 and 451.04.	Contact the Director of Cataloging (DLSC-C) for the proportion of hours charged to original item identifications.

<u>Line Item Key</u>	<u>Description</u>	<u>Source</u>
ADD: (5)	Cost of furnishing technical data for original item identifications charged to code 425.01.	Contact the Chief, Technical Data Management Office, at the DLA supply centers (at DISC, for example, contact DISC-SH), for the porportion of hours charged to 425.01 in support of original item identifications.
ADD: (6)	Special services (including energy usage and janitorial services) beyond the standard level user charges, in support of item identification computer operations, charged to code 937.60.	Contact the Director, Office of Programs and Resources (DLSC-0), to obtain the proportion of costs in the above codes attributable to computer operations. Of that cost, include the portion equal to the proportion of computer costs (codes 961 and 962) in this function to all FCS computer costs (codes 961 and 962 in Functions B, C, E, G).
ADD: (7) & (8)	Cost of DIDS screening in search of a duplicate or substitute item for original item identifications charged to codes 961 and 962.	Contact the Director of Telecommunications and Information Systems (DLSC-D) for an estimate of the computer costs of DIDS screening for original item identifications.
ADD: (9)	Communication costs associated with original item identifications, charged to code 975.	See "Communication Costs: Centrally funded AUTODIN" for Provisioning Screening.

D. Cost of Establishing a New National Stock Number (NSN) and Maintaining It for One Year -- This activity consists of Item Identification (Functional Area C) plus Changing an NSN (Functional Area E).

E. Charging an NSN - All costs associated with maintenance of data associated with an NSN, including costs of revisions, transfers and cancellations.

<u>Line Item Key</u>	<u>Description</u>	<u>Source</u>
(1)	All costs charged to code 422.01 except those associated with original item identifications (as calculated in Function C)	
ADD: (2)	All costs charged to code 422.02, "Other Item Identification Actions."	
ADD: (3)	All costs charged to code 422.03, "DLSC Data Base Cleanup."	
ADD: (4)	Cost of furnishing technical data to upgrade existing item records to fully descriptive records, charged to code 425.01.	Contact the Chief, Technical Data Management Office, at the DLA supply centers for an estimate of the cost of furnishing technical data for data maintenance transactions.
ADD: (5)	Cost of processing maintenance transactions on existing Item records, charged to code 451.04.	Contact the Director of Cataloging (DLSC-C) for an estimate of the cost charged to 451.04 for processing data maintenance transactions.
ADD: (6)	Cost of data maintenance and record upgrading activity for international users, charged to code 454.01.	Contact the Chief, International Codification Division (DLSC-CN) for an estimate of data maintenance costs charged to code 454.01.

<u>Line Item Key</u>	<u>Description</u>	<u>Source</u>
ADD: (7)	Special services (including energy usage and janitorial services) beyond the standard level user charges, in support of data maintenance computer operations, charged to code 937.60.	Contact the Director, Office of Programs and Resources (DLSC-0) to obtain the proportion of costs in the above codes attributable to computer operations. Of that cost, include the portion equal to the proportion of computer costs (codes 961 and 962) in this function to all FCS computer costs (codes 961 and 962 in Functions B, C, E, G).
ADD: (8) & (9)	Costs of data maintenance transactions charged to codes 961 and 962.	Contact the Director of Telecommunications and Information Systems (DLSC-D) for an estimate of computer costs associated with data maintenance transactions.
ADD: (10)	Communication costs of data maintenance transactions, charged to code 975.	See "Communication Costs: Centrally funded AUTODIN" for Provisioning Screening.
ADD: (11) & (12)	Item identification activities to upgrade and revise DIDS records, charged to codes 451.01 and 451.02.	Contact the Director of Cataloging (DLSC-C) for an estimate of these costs.

F. Providing FCS Publications - Includes costs of publications for external users but not internal publications used primarily by the cataloging community.

<u>Line Item Key</u>	<u>Description</u>	<u>Source</u>
(1)	Costs charged to code 452.02, "Development and Maintenance of Logistics Data descriptive publications (identification lists, specialized identification lists, and FILDR publications) and management publications (consolidated management data list and catalog management data [ML/CMS], freight classification data, and DEMIL microfiche) but not including reference publications (master cross-reference list, H-series handbooks, and interchangeable and substitutable publications).	Contact the Director of Systems Management and Publications (DLSC-S) to obtain the proportion of man-hours in codes 452.01 and 452.02 to be included in this function.
ADD: (2)	Costs charged to code 452.01, "Administration of Programs in the Federal Catalog System (FCS) for Customer Service, Customer Training, DLSC Products and Services, etc." (excludes manhours for support of data retrievals and interrogations).	
ADD: (3)	All costs charged to code 423.01, "Catalog Publications."	

<u>Line Item Key</u>	<u>Description</u>	<u>Source</u>
ADD: (4) & (5)	Printing and reproduction costs charged to codes 951 and 952 for FCS descriptive and management publications.	Contact the Chief, Publications Divisions, Office of Installation Services (DLSC-AP) to obtain an estimate of the printing and reproduction costs of FCS descriptive and management publications.
ADD: (6) & (7)	Computer costs charged to codes 961 and 962 for producing and distributing FCS publications.	Contact the Director of Telecommunications and Information Services (DLSC-D) for an estimate of the computer costs for this function.
ADD: (8)	Publications services for international users, charged to code 454.01.	Contact the Chief, International Codification Division (DLSC-CN) for an estimate of publications costs charged to code 454.01.

G. Providing File Information from DLSC to Users

<u>Line Item Key</u>	<u>Description</u>	<u>Source</u>
(1)	Cost charged to code 452.01 for the administration of mass data retrieval programs and other programs designed to assist users in obtaining data from the central catalog file.	Contact the Director of Systems Management and Publications (DLSC-S) to obtain an estimate of this cost.
ADD: (2)	Special services (including energy usage and janitorial services) beyond the standard level user charges, in support of data retrieval computer operations, charged to code 937.60.	Contact the Director, Office of Programs and Resources (DLSC-0) to obtain the proportion of costs in the above codes attributable to computer operations. Of that cost, include the portion equal to the proportion of computer costs (codes 961 and 962 in Functions B, C, E, G)
ADD: (3) & (4)	Computer costs charged to codes 961 and 962 for retrieval of data from the DIDS file to users.	Contact the Director of Telecommunications and Information Systems (DLSC-D) for an estimate of the computer costs of providing file information to users.
ADD: (5)	Communication costs charged to code 975 for the transmission of data to users.	See "Communication Costs: Centrally Funded AUTODIN" for Provisioning Screening.
ADD: (6)	Systems management and publications activities in support of data retrieval services, charged to code 452.02.	Contact the Director of Systems Management and Publications (DLSC-S) to obtain an estimate of this cost.

H. Developing and Maintaining Cataloging Tools and Procedures - Includes costs of publications used primarily by the cataloging community, such as H-series handbooks and FIIGs.

<u>Line Item Key</u>	<u>Description</u>	<u>Source</u>
(1)	Costs charged to code 451.02, "Management of the Federal Supply Classification Code Structure and Development and Maintenance of Item Identification Tools, Including Development of Interim FIIGs" for development and maintenance of cataloging tools.	Contact the Director of Cataloging (DLSC-C) for an estimate of this cost.
ADD: (2)	All costs charged to code 424.01, "Development, Maintenance and Coordination of Federal Item Identification Guides and Item Names."	
ADD: (3)	Costs charged to code 451.01, "Planning, Programming and Administrative Support of Item Identification Activities" for the development and maintenance of cataloging tools and procedures.	Contact Chief, Technical Division, Directorate of Cataloging (DLSC-CG) for an estimate of this cost.
ADD: (4)	Costs charged to code 452.02, "Development and Maintenance of Logistics Data Management Publications" for development and maintenance of reference publications (H-series handbooks, master cross-reference list, and interchangeable and substitutable publications).	Contact the Director of Systems Management and Publications (DLSC-S) to obtain an estimate of this cost.
ADD: (5)	Costs charged to code 452.01 for administration of programs in the Federal Catalog System for improving DLSC products and services.	Contact the Director of Systems Management and Publications (DLSC-S) to obtain an estimate of this cost.

I. FCS Overall Management

<u>Line Item Key</u>	<u>Description</u>	<u>Source</u>
(1)	Cost of overall planning, management and administration of technical operations at the DLA supply centers, charged to codes 411.01, 411.02, and 411.03.	Contact Chief, Management Support Office, Directorate of Technical and Logistics Services, at each DLA supply center for an estimate of the proportion of charges to Code 411 which are FCS-related.
ADD: (2)	Cost of Executive Directorate for Technical and Logistics Services, Division of Cataloging and Technical Information, DLA-SC, charged to code 814.30.	Contact Director, Cataloging and Technical Information, DLA-SC, to obtain an estimate of the proportion of charges to code 814.30 which are FCS-related.
ADD: (3)	Cost charged to code 911, "Command and Staff," for command and general administrative control personnel performing FCS-related functions at DLSC and the supply centers.	Contact Director, Office of Programs and Resources, DLSC-0, for an estimate of the DLSC charges to code 911 which are FCS-related. Contact Chief, Management Support Office, at each DLA supply center for an estimate of the charges to Code 911 which are FCS-related.
ADD: (4)	Cost of implementation and supervision of policies and programs for effective management improvements and standards, charged to code 915.	Contact Director, Office of Programs and Resources, DLSC-0 for an estimate of costs in codes 915 and 916.
ADD: (5)	Other planning and management operations costs, charged to code 916.	

<u>Line Item Key</u>	<u>Description</u>	<u>Source*</u>
ADD: (6)	DLSC ADP systems management costs charged to code 961.	
ADD: (7)	DLSC ADP operational costs not attributable to other functions, charged to code 962.	Contact Director, Telecommunications and Information Systems (DLSC-D) for an estimate of these costs.
ADD: (8)	Cost of narrative/data messages services including AUTODIN terminal equipment, charged to code 976.	
ADD: (9), (10), (11), (12), (13)	DLSC FCS costs not directly attributable to other functions, charged to code 451, 452 and 454.	Contact the Directors of Cataloging (DLSC-C), Systems Management and Publications (DLSC-S), and International Codification (DLSC-CN) for an estimate of these costs.

* Unless otherwise specified, source for costs is "DLA Expense/Cost Report" (RCS DLA (M) 48), produced monthly by DLA and available from the Director of Cataloging and Technical Information (DLA-5C).

J. Training - Includes training in FCS functions as well as all other training received by FCS employees, except on-the-job training.

<u>Line Item Key</u>	<u>Description</u>	<u>Source</u> *
(1)	All costs charged to Code 453.01, "Personnel Training, DLSC."	
ADD:	Costs charged to the following codes by FCS personnel for training:	
(2)	411.03 Administration and Management--Commercial Activities including Training	A, B
(3)	412.01 Technical Operations Training	A
(4)	819.20 Personnel Training, HQ DIA	C
(5)	911.04 Command and Staff---Commercial Activities including Training	B
(6)	919.01 Personnel Training, Headquarters Administration	B
(7)	954.01 Personnel Training, Administrative Support	B
(8)	963.01 Personnel Training, Data Systems	B
(9)	979.01 Personnel Training, Telecommunications Services	B

* Source Key:

A - Contact Chief, Management Support Office, Directorate of Technology and Logistics Services at the DIA supply centers to obtain an estimate of the FCS training costs charged to these codes.

B - Contact the Director, Programs and Resources, DLSC-0, to obtain an estimate of the FCS training costs charged to these codes.

C - Contact the Director, Cataloging and Technical Information, DIA-SC, to obtain an estimate of the FCS training costs charged to these codes.

APPENDIX B

STATUS OF USER-DEFINED PROCESSES

APPENDIX B TABLE OF CONTENTS

	<u>Page</u>
ARMY STATUS	B- 1
Extract from Army Report on Methods and Standards	B- 3
NAVY STATUS	B-21
Extract on Cataloging from Navy Management Handbook	B-23
MARINE CORPS STATUS	B-31
Extract from Marine Corps Document Containing Cataloging Work Definitions and Cost Codes	B-33
AIR FORCE STATUS	B-47
DEFENSE SUPPLY CENTER STATUS	B-49
Extract from DLAH 7730.2 Describing FCS Related Work Definitions	B-51
NATO STATUS	B-63
Rates for NATO Cataloging Services	B-65
VETERANS ADMINISTRATION STATUS	B-69
VA Monthly Work Measurement Summary	B-71
GENERAL SERVICES ADMINISTRATION STATUS	B-81
GSA Work Measurement Data Collection Form	B-83

ARMY STATUS

The Army is developing DARCOM-wide summary-level standards for cataloging operations at the five major Army Commands. This is a three-phase effort. The first phase has been completed. It consisted of developing Records of Standard Practice that describe functions being performed and identify work units. The other two phases will involve data collection and analysis of the work standards developed.

The report for the first phase was published in September 1982. It is titled "DARCOM Integrated Methods & Standards Activity (IMSA); Redstone Arsenal, Alabama; Standards Development; Cataloging Functions; DARCOM Material Management Directorate." Following are pages 16-31 of the report, describing the Records of Standard Practice. Work standards and production statistics for the following areas can be used to develop FCS costs:

- A. Federal Item Identification
- B. General Cataloging Support Functions
- E. Collaboration Actions (Excluding Intra-Command)
- F. Process Unidentified Requisitions (Ad Rejects)

Extract from Army Report on Methods and Standards

Records of Standard Practice

PART II

RECORD OF STANDARD PRACTICE

A. FEDERAL ITEM IDENTIFICATION.

Summary statement: Screen all reference numbers associated with the item against the Defense Integrated Data System Total Item Record File (DIDS TIR); determine the appropriate item name, determine the Federal Supply Classification (FSC) class code; determine the appropriate method of item identification; prepare Federal Item Identification.

1. Screen all reference numbers associated with the item against the Defense Integrated Data System Total Item Record File (DIDS TIR).

a. Verify manufacturers reference numbers prior to use in the Federal Catalog System.

b. Assign Federal Supply Code for Manufacturers (FSCM) to each manufacturers number associated with the item.

c. Propose new FSCM assignment and/or maintenance of existing codes, as required.

2. Determine the appropriate item name.

a. Analyze the technical data and drawings.

b. Determine appropriate item name utilizing para 232.02, DoD 4130.2M; Chapter 2, Vol 3, DoD 4100.39-M and Federal Item Name Directory (FIND) for Supply Cataloging H6 and H6A Nuclear series (ARRCOM only).

3. Determine the Federal Supply Classification (FSC) class code.

a. Analyze the technical data.

b. Determine the FSC Classification Code for item utilizing Section 3, DoD 4130.2-M; Chapter 2, Vol 4, DoD 4100.39M; and Federal Supply Classification H2 series catalogs including H2-2A and H2-3A Nuclear series (ARRCOM only).

4. Determine appropriate method of item identification.

a. Complete required technical research.

b. Determine appropriate Major Organizational Entity (MOE) Rule utilizing para 531.03, DoD 4130.2M; Chapter 6, Vol 13, DoD 4100.39M.

c. Select Federal Item Identification Guide (FIIG) utilizing para 232.05, DoD 4130.2M and refer to Cross Reference of Approved Item Name to FIIG in the Federal Item Name directory for Supply Cataloging H6, and H6A Nuclear series (ARRCOM only).

d. Complete determination of method of item identification utilizing Section 2, DoD 4130.2-M and Chapter 2, Vol 4, DoD 4100.39M.

Federal Item Identification (Continued)

5. Prepare Federal Item Identification.

- a. Select Applicable document Identifier Code (DIC).
- b. Determine applicable DIC format.
- c. Locate applicable DIC format array.
- d. Prepare proposed descriptive item identification utilizing para 231.01a and 233.01a, DoD 4130.2-M; Chapter 5, Vol 4, DoD 4100.39-M.
- e. Prepare reference type item identification when applicable.
- f. Process Requests for NSN/NATO Stock Number when applicable.
 - (1) Research data furnished by the submitting activity to identify item depicted.
 - (2) Complete DA Form 1988.
 - (a) Receive DA Form 1988, Conduct preliminary review to determine Federal Supply Class.
 - (b) Control and route DA Forms 1988.
 - (c) Conduct research to identify the item to NSN, End Item, Managing Activity, etc. Forward data to applicable area to determine requirements and/or disposition instructions.
 - (d) Complete DA Form 1988 and prepare correspondence to submitting activity.
 - (3) Furnish reply to submitting activity.
- g. Transmit all item description data to Defense Logistics Services Center (DLSC).

WORKLOAD DRIVERS

1. Number of Item Identification transactions.

a. Definition: The total number of item identification transactions including reference, partial descriptive, and full descriptive type and the total number of descriptive and reference type NSN request transactions prepared during the reporting period. A Federal Item Identification is specific item description identified by a National Stock Number, upgraded as follows:

- (1) From the reference type item identification (type 2 to the partial descriptive type item identification (type 4, 4a, 4b) or to a full descriptive type item identification (type 1, 1a, 1b).

Federal Item Identification (Continued)

(2) From the partial descriptive item identification (type 4, 4a, 4b) to a full descriptive item identification (type 1, 1a, 1b).

b. Rationale for Selection: This count identifies a major portion of the total workload of logistics data management/cataloging.

c. Source of Count: A physical count of each item will be necessary during the initial reporting period.

PART II

RECORD OF STANDARD PRACTICE

B. GENERAL CATALOGING SUPPORT FUNCTIONS

Summary Statement: Prepare for and attend Provisioning Conference; prepare/process logistical reassignment (gain/loss); prepare/process incoming/outgoing Supply Support Request (SSR); prepare/process incoming/outgoing Nonconsumable Item Materiel Support Request (NIMSR); prepare/process Nonstocknumbered Consumable Item Request (one-time-buy item); make Management Control Number (MCN) assignment.

1. Prepare for and Attend Provisioning Conferences.

a. Preprovisioning Requirements.

(1) Participate in planning or guidance conferences to insure proper data is obtained and system can be supported as directed.

(2) Serve on Data Requirements Review Board.

(3) Provide requirements for LSA/LSAR/contract data requirements list.

(4) Identify end item model for NSN assignment.

(5) Receive, review, evaluate, and process support lists; i.e., long lead, vendor, bulk, special tools and test, and ground support equipment lists pertaining to assigned systems/equipment.

b. Attend Provisioning Conference. Provide cataloging guidance and assistance as outlined in Chapter 5 DARCOM-R 708-2.

c. Prepare and coordinate provisioning conference trip report.

(1) Prepare written provisioning conference trip report.

(2) Identify provisioning problem areas relating to cataloging functions and coordinate with concerned activities to resolve problem.

2. Prepare/Process Logistical Reassignment (Gain/Loss).

a. Prepare incoming logistical loss request for cataloger processing.

b. Perform cataloging action for logistical loss.

c. Conduct followup action to monitor logistic loss.

d. Prepare incoming logistical gain request for cataloger processing.

e. Perform cataloging action for logistical gain.

f. Conduct followup action to monitor logistical gain.

General Cataloging Support Functions (Continued)

3. Prepare/Process Incoming/Outgoing Supply Support Request (SSR).

a. Outgoing Supply Support Request (SSR).

- (1) Process DLSC prescreening data.
- (2) Receive and control SSR documentation. Receive SSR package and establish suspense file.
- (3) Review SSR package.
- (4) Prepare SSR package for CCSS input.
- (5) Receive and review computer generated SSR package.
- (6) Notify potential supporting agency of required support. Prepare and forward correspondence to potential supporting agency advising that SSR is being processed for support.
- (7) Process automated SSR.
- (8) Prepare manual SSR. A manual SSR is prepared for other than technical data rejection of support.

b. Incoming Supply Support Request (SSR).

- (1) Receive and control incoming SSR documentation.
- (2) Review incoming SSR package.
- (3) Research files and other cataloging guides and directives.
- (4) Prepare CCSS input transactions.
- (5) Prepare correspondence to internal activity.
- (6) Prepare advice documentation to requestor.

4. Prepare/Process Incoming/Outgoing Nonconsumable Item Materiel Support Request (NIMSR).

- a. Receive and control incoming/outgoing NIMSR documentation.
- b. Review NIMSR package.
- c. Make manual computer transaction.
- d. Process completed NIMSR. Upon receipt of NIMSR from PICA/SICA coordinator.

General Cataloging Support Functions (Continued)

5. Prepare/Process Non-stocknumbered Consumable Item Request (One-time buy item).

- a. Receive and review incoming request.
- b. Prepare NSNMDR inquiry.
- c. Process coordinated request.

6. Make Management Control Number (MCN) Assignment. Assign Management Control Number (MCN)/maintain file.

- a. Assign MCN's for items not assigned by computer.
- b. Maintain file by part number for cross reference.
- c. Maintain MCN register.
- d. Perform MCN purge of the NSNMDR.

WORKLOAD DRIVERS

1. Number of Manual Outgoing SSRs Completed.

a. Definition: The total number of manual outgoing supply support request completed monthly. A completed outgoing SSR is defined as a request for support by an activity to another IMM that has satisfied the administrative requirements of DoD 4120.26M, all analytical and manual transactions have been accomplished by the requesting agency and is ready for input into ARTIS or mailed.

b. Rationale for Selection: This count identifies a major portion of the total workload of logistics data management/cataloging.

c. Source of count: Manual count from internal log or register during the initial testing phase of this standard.

2. Number of Incoming SSRs Completed.

a. Definition: The total number of incoming SSRs received and processed for support monthly. A processed incoming SSR is defined as a request for support received, coordinated through internal activities and an advice statement (card) transmitted to the requesting agency.

b. Rationale for Selection: This count identifies a major portion of the total workload of logistics data management/cataloging.

General Cataloging Support Functions (Continued)

c. Source of count: Manual count from internal log or register during the initial testing phase of this standard.

3. Number of incoming/outgoing NIMSRs Completed.

a. Definition: The total number of incoming/outgoing Nonconsumable Item Materiel Support Requests processed monthly. A NIMSR is counted as complete when all actions have been taken by Cataloging/Item Manager and forwarded to the requesting or supporting agency.

b. Rationale for Selection: This count identifies a major portion of the total workload of logistics data management/cataloging.

c. Source of count: Manual count from internal log or register during the initial testing phase of this standard.

PART II

RECORD OF STANDARD PRACTICE

C. DEVELOP CATALOG MANAGEMENT/ARMY MASTER DATA FILE TRANSACTIONS

Summary statement: Process Army Master Data File (AMDF), Catalog Management Data (CMD) adds, changes and deletes; coordinate corrections as necessary; process special projects; and input to the National Stock Number Master Data Record (NSNMDR).

1. Process AMDF, CMD Adds, Changes and Deletes.

a. Process monthly Army Master Data File (AMDF), Management Data Distribution (MDD), bi-weekly Catalog Management Data (CMD) adds, changes and deletes (including signal rejects).

b. Process quarterly surveillance and purification notifications.

c. Maintain compatibility of the AMDF, NSNMDR, and the DIDS files.

d. Coordinate AMDF, CMD corrections when applicable with other command elements.

e. Identify systems problems.

f. Initiate system change requests, as required.

2. Process special projects: For example: (Future Segment Scan Sector 22-2401 Scan, Sector 22-00/01 Scan, IMPC ZZ Review, ICP-RIC Management Transfer, Review for XXX AMDF, Annual Price Surcharge, B&H compatibility, CDA file purification projects, Manual Interchangeability and substitutability control, NSNMDR reference number updates (application 499).

POTENTIAL WORKLOAD DRIVERS (S)

1. Number of Catalog Management Data (CMD) adds, changes and deletes transactions submitted for processing.

a. Definition: The total number of CMD transactions submitted for processing (including signal rejects).

b. Rationale for selection: This count identifies a major portion of the total workload of logistic data management/cataloging.

c. Source of count: A physical count of each transaction as it is completed.

2. Number of Army Master Data File (AMDF) adds, changes and deleted transactions submitted for processing.

a. Definition; The total number of AMDF transactions submitted for processing (including signal rejects).

Develop Catalog Management/Army Master Data File Transactions (Continued)

b. Rationale for selection: This count identifies a major portion of the total workload of logistic data management/cataloging.

c. Source of count: A physical count of each AMDF reject and notification transaction as it is completed.

3. Number of Special Project transactions submitted for processing (not accountable under another category).

a. Definition: The total number of transactions written to support a given project.

b. Rationale for selection: This count identifies a major portion of the total workload of logistics data management/cataloging.

c. Source of count: A physical count of each transaction as it is completed.

PART-II

RECORD OF STANDARD PRACTICE

D. PREPARE AND MAINTAIN SB 700-20 AND ARMY TYPE CLASSIFICATION/
RECLASSIFICATION/COMMERCIAL LINE ITEM PROPOSALS

Summary statement: Prepare and maintain Supply Bulletin 700-20, preparation of data including National Stock Number (NSN) and nomenclature to support the Army Type Classification Program and processing of commercial non-type classified items for assignment of LIN.

1. Process SB 700-20 Transactions.

a. Initiate update transactions for SB 700-20 items - DA Form 3141, DD Form 1392.

(1) Research item to determine correct Federal Supply Classification (FSC) and management responsibility.

(2) Request cataloger to assign National Stock Number (NSN) when required; prepare actions to Catalog Data Activity (CDA) for assignment of Line Item Number (LIN) and for input to SB 700-20.

b. Process all rejects.

c. Process subsequent change or deletion actions to SB 700-20 and NSNMDR.

d. Maintain compatibility with AMDF and NSNMDR.

e. Initiate/answer correspondence.

f. Obtain Developmental Line Item Numbers (LINs) from Catalog Data Activity (CDA) for items being processed for development of Basis of Issue Plan (BOIP).

g. Maintain historical file of developmental items.

2. Process Army Type Classification/Reclassification/Commercial Line Item Proposals.

a. Receive and review proposals for validity.

b. Prepare and coordinate proposal.

c. Prepare and coordinate reclassification proposals with DARCOM and DA elements by IPR process. Resolve nonconcurrences from DA and/or DA elements.

d. Submit approval of type classification and reclassification actions to DARCOM.

SB 700-20 (Continued)

e. Coordinate commercial items through Directorate of Materiel Management.

f. Obtain NSNs when required and process data to CDA for assignment of LIN to CDA for commercial items.

g. Update files.

POTENTIAL WORK LOAD DRIVER(S)

1. Number of SB 700-20 update transactions submitted for processing.

a. Definition: The total number of SB 700-20 transactions submitted.

b. Rationale for selection: This count identifies a major portion of the total workload of logistic data management/cataloging.

c. Source of count: A physical count of each Transaction Control Number (TCN) which may include multiple records/DICs.

PART II

RECORD OF STANDARD PRACTICE

E. COLLABORATION ACTIONS (EXCLUDING INTRA-COMMAND)

Summary statement: Receive and process requests for revision of catalog data.

1. Receive and process requests for revision of catalog data.

- a. Receive/generate and process DD Form 1685/correspondence requesting revision of catalog data, for example: Duplicate NSN (LKD transaction), change characteristic data (LCC), cancel as invalid (LKU).
- b. Research necessary documentation to render decision.
- c. Request concurrence/nonconcurrence, if necessary.
- d. Prepare reply.

WORKLOAD DRIVER(S)

2. Number of DD Forms 1685, Data Exchange and/or proposed revision of catalog data.

- a. Definition: The total number of DD Forms 1685/correspondence completed or generated during the reporting period.
- b. Rationale for selection: This count identifies a major portion of the total workload of logistics data management/cataloging.
- c. Source of count: A physical count of each item will be necessary.

PART II

RECORD OF STANDARD PRACTICE

F. PROCESS UNIDENTIFIED REQUISITIONS (AD REJECTS)

Summary statement: Receive, control, distribute, and process unidentified requisitions with/without exception data.

1. Establish and maintain master file of stock numbers/part numbers for which technical reviews have been completed and supply actions have been determined.
2. Count and batch requisitions and maintain count in record book.
3. Forward requisitions received without exception data to Stock Control for addition of exception data and return to cataloging.
4. Screen all requisitions through master file.
 - a. If matched, edit in accordance with previous supply action decision.
 - b. If no match, forward to appropriate cataloging branch for technical review and maintain suspense.
 - c. Research part number/NSN/Exception Data, annotate decision on requisition, and forward for processing.
 - d. Edit requisition in accordance with technical decision received.

WORKLOAD DRIVER(S)

1. Number of Part Numbers (P/Ns)/National Stock Numbers (NSNs) identified for rejected requisitions.
 - a. Definition: The total number of Part Numbers (P/Ns)/NSNs identified for rejected requisitions.
 - b. Rationale for selection: This count identifies a major portion of the total workload of Cataloging/Logistics Data Management.
 - c. Source of count: A physical count of each requisition as it is submitted to keypunch.

PART-II

RECORD OF STANDARD PRACTICE

G. ADDITIONAL CATALOGING ACTIVITIES

Summary statement: Provide technical review, guidance, and assistance; process Systems Change Requests (SCR); monitor and coordinate DLA Weapon System Program; manage Defense Inactive Item Program (DIIP); monitor the Army Functional Component System (AFCS) Program; perform quality control of cataloging functions; develop miscellaneous CCSS and DIDS transactions; develop and review cataloging tools; receive, review and coordinate WIMM-SICC recurring requisitions; distribute output products; perform other activities not listed in other Records of Standard Practice.

1. Provide Technical Review, Guidance, and Assistance.

a. Collaborate with other functional areas.

(1) Coordinate with other functional areas/activities.

(2) Furnish comments/advice concerning policies, procedures, and cataloging tool revision.

b. Provide technical assistance and instruction concerning cataloging operations.

c. Review completed transactions and other developed/revised catalog data for correctness.

d. Control special projects, programs, and provisioning packages.

(1) Furnish statistical reports on special projects, programs, and provisioning packages.

(2) Represent as Point of Contact and team leader various special projects and programs.

2. Process Systems Change Requests (SCR). Process changes to ADP systems utilizing DARCOM Form 2107 to outline system problems, recommended changes, etc.

3. Monitor and Coordinate DLA Weapon System Program.

a. Receive Item Data Status Cards (WS3).

b. Forward cards to Director of Management Information Systems (DMIS).

c. Process critical code (WS1, add/delete) cards.

Additional Cataloging Activities (Continued)

4. Manage Defense Inactive Item Program (DIIP).

- a. Monitor the command participation in DIIP.
- b. Receive and control DIIP output products.
- c. Prepare required coordination and responses.

5. Monitor the Army Functional Component System (AFCS) Program.

a. Manage Stock Item Master File (SIMF).

(1) Maintain appropriate sectors of National Stock Number Master Data Record (NSNMDR).

(2) Process DA Form 2988 pertaining to the Army Functional Component System program.

6. Perform Quality Control of Cataloging Functions.

a. Technical Review of Input.

(1) Perform technical review of cataloging transactions in accordance with Federal Item Identification Guide (FIIG) prior to submittal to Defense Logistics Services Center (DLSC).

(2) Review established criteria for stock numbering of items of supply.

(3) Develop edit routines

(4) Submit transactions.

(5) Review reject transaction and initiate corrective actions.

(6) Perform follow-up action as necessary.

b. Project Control.

(1) Coordinate and consolidate replies to Defense Logistics Service Center (DLSC) letters.

(2) Answer PN/NSN inquiries, both telephone and correspondence.

c. Output Product Review.

(1) Assure all Logistical Data Applications are scheduled.

(2) Assure all products have been run.

(3) Attend meetings with Directorate of Management Information Systems (DMIS) personnel to resolve processing problems.

Additional Cataloging Activities (Continued)

7. Develop Miscellaneous CCSS and DIDS Transactions. Prepare, review and submit miscellaneous CCSS and DIDS transactions which can not be directly related to other Record of Standard Practices (includes both NSMMDR and PMR update/maintenance).

- a. Perform necessary review and research for determination of proper action.
- b. Prepare Data Transcript Sheet for "Y" and "L" transactions.
- c. Input transactions.
- d. Review rejects and make error correction when applicable.

8. Develop and Review Cataloging Tools.

a. Develop item names and definition for inclusion in cataloging tools.

(1) Receive DD Form 61 from contractor through standardization activity.

(2) Receive DD Form 61, drawings, and/or specifications.

(3) Develop approved item name on DD Form 180 or write DF from DD Form 61, if possible.

b. Assign or revise FIIG to accommodate new item description.

c. Coordinate proposals with DLSC and other interested services/agencies.

9. Receive, Review and Coordinate WIMM-SICC Recurring Requisitions.

a. Receive monthly computer notification of other military service requisitions received for which there is no recorded service user in the NSNMDR.

b. Review printouts to assure items are valid items of supply.

c. Notify other military services of the recurring requisitions being received and furnish data as specified in DoD regulation.

d. Coordinate with the item manager, as required, to determine the need for management transfer.

10. Output Product Distribution. Control, sort, distribute output.

a. Separate packages by requestor.

b. Match YOO card to listing.

c. Forward to appropriate cataloger.

NAVY STATUS

The Naval Supply Systems Command (NAVSUP) publishes definitions corresponding to its cost account codes in the NAVSUP Management Handbook, NAVSUP Publication 285. Work standards specifying the number of work units expected to be completed are developed at individual commands. They are based on historical data and supervisory estimates. They are revised as required and vary between organizations. Performance data against the standards are reported via the Universal Management Report (UMR) to NAVSUP.

The following cost account code definitions are taken from the 30 September 1981 version of NAVSUP Publication 285. These codes are to be used in structuring FCS-related costs at Navy cataloging facilities:

Code 2521	Item Identification Writing
Code 2522	Other Cataloging Effort
Code 2523	Federal Item Identification Guides (FIIG) Development and Review (FMSO only)
Code 2525	Item Identification Upgrades
Code 2526	Catalog Printing

Extract on Cataloging from Navy Management Handbook

Cost Account Code Definitions

52202

2520 CATALOGING

2521 ITEM IDENTIFICATION WRITING

Scope. This cost account includes the development of all new identifications and revisions of reference and descriptive type item identifications; and the direct supervision and clerical effort related to the foregoing operations. This cost account excludes the upgrading of item identifications, reference or descriptive, in accordance with the FIIG Program (see Cost Account #2525, Item Identification Upgrades).

Work Unit. Number of Identifications

(1) Definition. Descriptive and reference type item identifications processed, excluding work units reported under cost account #2525.

(2) Point of Count. Upon completion of processing for submission into the Federal Catalog System or upon completion of additions, deletions, or changes of technical data in the master technical data files.

(3) Backlog. Will not be reported.

2522 OTHER CATALOGING EFFORT

Scope. This cost account includes overall establishment, scheduling and control of the catalog program; catalog research and classification of items, maintenance of the catalog files; and submission of requests for Federal Stock Numbers; fidelity review of document input to the master technical records file, or other related file, to ensure completeness, accuracy and consistency of data; includes the costs of acquisition of missing data or corrections of erroneous data when performed by personnel assigned the records custody or fidelity review function; overall supervision and staff support in Cataloging/Allowance and Load List Components; through compilation, editing, layout illustration and make-up of Navy Stock Lists, Navy Management Data Lists, and allied publications.

Work Unit. Cards

- (1) Definition. Cards submitted to the Defense Logistics Services Center requesting issuance of Federal Stock Numbers. Trailer cards are to be excluded.
- (2) Point of Count. Upon completion of transmission of request card.
- (3) Backlog. Will not be reported.

2513 FEDERAL ITEM IDENTIFICATION GUIDES (FIIG) DEVELOPMENT AND REVIEW (NSC 100)

Scope. This cost account includes all effort and costs related to:

(1) Initiation and development of those FIIG's for which the Navy is assigned development responsibility under the FIIG Improvement Program, including the Development, Coordination, Reconciliation, Service Test, and FIIG maintenance phases.

(2) Research, evaluation, and restructuring of FIIG's initiated and developed by other than Navy Activities, i.e., Defense Logistics Centers, General Services Administration, and other Service/Agencies.

(3) Direct supervision and clerical effort related to the foregoing operations.

Work Unit. Number of FIIG's

(1) Definition. Number of FIIG's developed or researched, evaluated, and restructured.

(2) Point of Count. For FIIG development, upon release of final draft to the Defense Logistics Services Center. For FIIG review, at the time comments and recommendations are released to the responsible activity.

(3) Backlog. The number of FIIG's scheduled for development or review but not assigned at the end of the reporting period.

2525 ITEM IDENTIFICATION UPGRADES

Scope. This cost account includes all effort and costs related to the preparation of ILDT (Item Logistics Data Transmittal) Forms (M50 and M51 actions) to retroactively upgrade (revise) established Federal Item Identifications to the FIIG format, and review of ILDT's from other activities. This cost account excludes preparation of ILDT's for new item identifications (see Cost Account #2521, Item Identification Writing).

Work Unit. Item Identifications

(1) Definition. Revisions to descriptive or reference item identifications processed in accordance with FIIG procedures.

(2) Point of Count. Upon completion of processing for submission into the Federal Catalog System or upon completion of additions, deletions, or changes of technical data in the master technical data files.

(3) Backlog. The number of descriptive type Federal Item Identifications on hand and remaining to be upgraded in accordance with the DOD FIIG schedule at the end of the reporting period.

52202

2526 CATALOG PRINTING

Scope. This cost account includes all costs incident to contractor printing of supply catalog publications.

Work Unit. This cost account is not measured by a specific work unit.

MARINE CORPS STATUS

Following are draft FY83 Job Order Number/Work Unit Definitions for FCS-related activities carried out by the Technical Operations Division; Marine Corps Logistics Base; Albany, Georgia 31704. Corps-wide work standards development has not been scheduled. Work counts (documents, transactions, etc.), are aggregated and used in conjunction with Work Unit Definitions by the Comptroller to form the Labor Organization Report (LOR).

Extract from Marine Corps Document
Catalog Work Definitions and Cost Codes

<u>Title</u>	<u>Description</u>
DIRECT LABOR	Work which alters the composition, condition, conformation, or construction of a product; the cost of which can be identified with and assessed against a particular part, product, or group of parts or products (work unit) accurately and without undue effort and expense.
Direct Measured	Man-hours expended for which a performance standard has been developed.
2511	<u>Material Management Operations</u> --Includes all costs specifically identified to review and analysis of computer outputs such as material transaction and status reports, and of material records/provisioning lists, determination/computation of system stock requirements, and the resulting initiation of supply actions, i.e., procurement, reallocation from purchases, redistribution of stocks, repair or disposal; coordination of provisioning program and making range and depth decisions on items required to support and maintain end-items of equipment; review of new supply items and application of management criteria for the purpose of classifying and management coding of items as appropriate; forecast of requirements and related effort performed in conjunction with the material program/budget process; coordination, compilation, and publication of equipment allowance and support/load lists; coordination of supply support to specific weapons system including the collection, assembly, and analysis of data, monitoring and evaluation of progress, and maintenance of a central information service for assigned weapons systems; participation in the computation of standard prices and maintenance of current price records for items managed; and initiation of requests for cataloging actions.
5111AA	<u>Planning Document Review.</u> Effort begins with the receipt of the document and ends with submittal of comments to the requestor. Includes all effort expended to review, research, coordinate and respond to ALO's, LAP's, LSAR's, FLSP's, etc. <u>Work Unit:</u> Document <u>Point of Count:</u> Upon submittal of response

<u>Title</u>	<u>Description</u>
5111BA	<p><u>End Item Data Management.</u> The effort begins with the identification of a requirement to support the management of end item and ends upon the completion of the required transaction. Includes Item Designator (ID) assignment, logistical reassignment, Demil Codes, ECP's, TAM's, PWR, review of computer listings, Item Exit Dates, computation of allowance and maintaining end item history jackets.</p> <p><u>Work Unit:</u> Items</p> <p><u>Point of Count:</u> Upon completion of the required action</p>
5111CA	<p><u>Cataloging Data Management.</u> The effort begins with the receipt of correspondence or listings establishing a requirement and ends with the submittal and approval of the various transactions submitted to satisfy the requirements. Includes interrogations, research, review, analysis, and preparation of all required data transactions to update Marine Corps/DIDS files. Specified tasks included herein are rejects of system generated transactions, file computer listings, specific cataloging requirements generated from other sections/branches, etc.</p> <p><u>Work Unit:</u> Items</p> <p><u>Point of Count:</u> Upon approval of submitted transactions</p>
5111EA	<p><u>Non-System Item Review.</u> Effort begins upon receipt of non-system item requisition and ends upon submittal of required response. Includes technical research and review to verify Marine Corps application.</p> <p><u>Work Unit:</u> Non-System Requisition</p> <p><u>Point of Count:</u> Upon submittal of required response</p>

<u>Title</u>	<u>Description</u>
2512	<u>Technical Support</u> --Includes all costs specifically identified to determination of technical supply management criteria regarding repairability, interchangeability, and usage factors; determination of preservation, packaging, and marking requirements, and development of weight and cube information; development, maintenance, and furnishing of drawings or military specifications/standards, item specification numbers, industry standards, purchase descriptions, shelf life deterioration codes, or other technical data, and effort related to the Value Engineering Program (in the current series of DODINST 5010.8).
5112AA	<p><u>Technical Inquiries.</u> Effort begins upon receipt of the inquiry and ends upon submittal of response to the inquiry. These inquiries can be written or verbal; if verbally received, the inquiry must be documented to support the audit trail. Included is time for file interrogation, research, preparation of data, transmittals to subsystems related to the inquiry, and preparation of the final reply. Examples of technical inquiries include DD1685's, phrase codes, MIF verifications, management data for engineering support, suspended receipts, FOID's, resolution of substitutability, review of NAVMC's, and any associated transactions.</p> <p><u>Work Unit:</u> Line Items</p> <p><u>Point of Count:</u> Upon final response to the inquiry</p>
5112BA	<p><u>Preparation of Instructions.</u> Effort begins upon determination of the requirement for an instruction and ends with the final review of the published copy. Includes time expended for file interrogation, research, review, analysis, and preparation of the instruction. These instructions include MI's, TI's, SI's, LI's, and technical guides.</p> <p><u>Work Unit:</u> Instructions</p> <p><u>Point of Count:</u> Upon approval of instruction</p>

<u>Title</u>	<u>Description</u>
5.12x	<p><u>PP&P/Traffic Management.</u> Effort begins with receipt of requirements and ends with final submittal of data to the requestor. Includes the formulation of PP&P's for inclusion in contracts and orders and the determination of the appropriate data to be included in purchase item description. Traffic management includes all effort expended to effect efficient procurement distribution and delivery such as maintenance of freight data base and provides liaison with services/agencies, freight contractors and field activities.</p> <p><u>Work Unit:</u> Items</p> <p><u>Point of Count:</u> Upon submittal of data to the requestor</p>
5112DA	<p><u>Procurement Referrals.</u> Effort begins upon receipt of referral and ends once the document is logged out as completed. Includes the review and processing of referrals and other actions directly related to providing support required to procure material.</p> <p><u>Work Unit:</u> Items</p> <p><u>Point of Count:</u> Upon submittal of reply</p>
5112EA	<p><u>Quality Deficiency Reports (QDR's).</u> Effort begins with the receipt of the QDR reporting a failure of material(s) or equipment(s). Includes control via the Marine Corps Quality Deficiency Information System (MC-QDIS), research, review, analysis, requests for support (if necessary) from other agencies and/or branches or divisions, review of support information, resolution of the problem and instructions returned to the originator.</p> <p><u>Work Unit:</u> QDR</p> <p><u>Point of Count:</u> Upon entry of "final" to MC-QDIS signifying resolution has been sent to originator</p>

<u>Title</u>	<u>Description</u>
5112NA	<p><u>Authentication of Provisioning Technical Documentation (PTD & SPTD)</u>. Effort begins upon receipt of PTD, SPTD and ends with submittal of acceptance, conditional acceptance, or rejection to Provisioning Division. Includes the review and validation of PTD/SPTD to ensure compliance with Provisioning specifications, MIL-STD 100, DOD 1000, and contractual requirements to ensure that data is adequate to support cataloging and provisioning efforts. Also included is the review and comments to multi-service publications; i.e., MEP, and TRI-TAC.</p> <p><u>Work Unit:</u> Line Items</p> <p><u>Point of Count:</u> Upon submittal of acceptance, conditional acceptance, or rejection to Provisioning Division</p>
5112PA	<p><u>Acquisition/Authentication of Technical Data</u>. Effort begins with the planning for adoption of new equipment. Includes planning for technical data to support equipment, assistance to Acquisition Project Officers, assistance to contracting officers, guidance to contractors, in process review, final review, configuration audits and acceptance. Includes microphotograph, keypunching, mounting, etc, associated with adding the data to the files.</p> <p><u>Work Unit:</u> Drawing or document (one drawing of six sheets would count as one)</p> <p><u>Point of Count:</u> Upon acceptance of the data and the termination of contractual requirements</p>

<u>Title</u>	<u>Description</u>
5112RA	<p><u>Configuration Management.</u> Effort begins upon the acceptance of a technical data package (TDP) via JON 5112P7 or the identification of a TDP involved in a present contract. Includes the configuration of the TDF into procurement packages, the configuration of the Technical Data/Configuration Management System (TD/CMS) and all the work involved in inputting the data into the TD/CMS. Also involves the configuration control of the system including the incorporation of any changes.</p> <p><u>Work Unit:</u> Control Part (An assembly, master part, drawing or document to which subordinate levels of configuration or documentation are related.)</p> <p><u>Point of Count:</u> Upon acceptance of the work unit into the TD/CMS</p>
2520	<p><u>Cataloging--</u>Includes all costs specifically identified to catalog data acquisition; research and classification of items; maintenance of catalog files; preparation of revision of item identifications for all logistic functions; compilation of Federal Catalog Sections and allied publications; and the development of Federal Item Identification Guides.</p>
5120AA	<p><u>NSN Attainment - Provisioning.</u> Provisioning effort begins upon return from the Provisioning/Source Coding Conference or determination of SMR Codes by the Desk Provisioning Method. Includes all effort associated with attainment of the NSN such as ICM Coding, Item Identification Writing, Interrogation, loading of management data to the Marine Corps files and submittal of SSR'S, NIMSR's, and IVA's.</p> <p><u>Work Unit:</u> NSN Attained - Marine Corps managed (New) NSN Attained - Marine Corps managed (Est) NSN Attained - Marine Corps managed (New/Est)</p> <p><u>Point of Count:</u> Upon verification that NSN is resident in SS-10</p>

<u>Title</u>	<u>Description</u>
5120BA	<p><u>NSN Attainment - End Item.</u> Efforts begin upon receipt of a Cataloging Action Request (CAR) and ends with the response to the CAR. Includes all associated transactions required to adopt an NSN such as Item Management Coding, NIMSRS's, SSR's, submittal of management data, interrogations, etc.</p> <p><u>Work Unit:</u> NSN Attained (End Item)</p> <p><u>Point of Count:</u> Upon response to CAR</p>
5120CA	<p><u>NSN Attainment - Non-systems.</u> Effort begins upon receipt of a request for assignment of NSN to a part number identified as a required maintenance item and ends with the submittal of the NSN to the requestor. Includes acquisition of technical data, file interrogation, writing of the II's in accordance with the requirement and submittal of SSR/NIMSRS, LVA, and management data, etc. Items falling in this category are conversion of local stock numbers, non-systems requests from Supply Operations, Marine Corps Field Units, Technical Support Branch, and IMP's.</p> <p><u>Work Unit:</u> NSN's (Non-system)</p> <p><u>Point of Count:</u> Upon forwarding of the NSN to the requestor</p>
5120FA	<p><u>Development and Maintenance of Cataloging Tools.</u> Effort begins upon receipt of requirement by correspondence and ends with response to same. Development effort begins upon determination that a requirement exists and ends upon the approval of the submitted proposal. Includes the review and/or development of FIIG's, Item Names, FSC Definitions, Class Assignments, Colloquial Names, etc.</p> <p><u>Work Unit:</u> Document</p> <p><u>Point of Count:</u> Upon submittal of response to initial document</p>

<u>Title</u>	<u>Description</u>
5120SA	<p><u>Illustrations - Original Art Work.</u> Includes development of illustrations and rough drafts for equipment support publications. Encompasses inking on air brushing final art, flapping and reviewing legend/callout compatibility.</p> <p><u>Work Unit:</u> Art board</p> <p><u>Point of Count:</u> Upon completion of board</p>
5120TA	<p><u>Illustrations - Updating/Support.</u> Includes making changes through restoration, retouching, lighting and background, removal processes regarding photographs, changing drawings and adding or deleting components. Also includes the assembling of camera ready copies and reviewing legend data. This JON also includes all other effort in support of illustrations not captured under another JON, i.e., maintaining and updating charts and operating varityper and cold type composing machine.</p> <p><u>Work Unit:</u> Art board</p> <p><u>Point of Count:</u> Upon completion of board</p>
2530	<p><u>Supply Standardization--</u>Includes all costs specifically identified to developing and coordination plans for and conducting projects on inventory item reduction and standard item (simplification) studies and participating in the DOD Item Entry Control Program (in the current series of DODINST 4120.23).</p>
5130AA	<p><u>Item Reduction studies.</u> Effort begins upon receipt of the study document and ends with the response to the submitting activity. Includes file interrogation, technical analysis of the proposed Military Supply Standards for the items where a reduction in the type and variety may be adjusted. All transactions required to complete an item reduction study are chargeable to this JON, such as: LDU, LCD, LAD/LDD, and ZCR's.</p> <p><u>Work Unit:</u> Items</p> <p><u>Point of Count:</u> Upon response to submitting activity</p>

<u>Title</u>	<u>Description</u>
Direct Unmeasured	
51900B	<u>General</u> . Man-hours expended for which no performance standard has been developed.
511C1B	<u>Configuration Management Drawings Research</u> . Reserved for future use.
511C2B	<u>Configuration Management ECPs, MIs</u> . Reserved for future use.
511C3B	<u>Configuration Management Equipment Modification Research</u> . Reserved for future use.
INDIRECT LABOR	Man-hours expended in rendering services or in support of direct labor efforts and/or labor hours expended which cannot be specifically assessed against a particular product or group of products (work unit) accurately or without undue effort or expense.
51900C	<u>Supervision</u> . Man-hours expended by personnel in the discharge of duties commensurate with the responsibility of directing, controlling and/or managing an applicable work force.
51900D	<u>Clerical</u> . Man-hours expended in the performance of general office duties (typing, stenographic, messenger, etc.) at any organizational level.
51900E	<u>Non-Supervisory Administration</u> . Man-hours expended in services to or in support of direct labor efforts which cannot be readily defined as supervision or clerical.
51900F	<u>External Audits</u> . Man-hours expended in conjunction with General Accounting Office Audits, Navy Audits, Inspector General Inspections, on-site surveys, and external visitors.
NONPRODUCTIVE	All available civilian and military man-hours which are not utilized for either direct or indirect productive effort. (For military charges, refer to JONS for Military Duty and Absence prior to using the following categories and applicable JONS.

<u>Title</u>	<u>Description</u>
51901L	<u>Labor-Management Meetings.</u> This JON will be used to record the time Union Officials spend in meetings with management to discuss issues of general policy or problems not related to a specific grievance, complaint, etc.
51Y06N	<u>Navy Relief.</u> Base wide JON for reporting Civilian and Military time spent on Navy Relief effort. Contact Administrative Section, Operations Office, prior to using.
TRAVEL	Man-hours assigned to work center but not available for productive effort for reasons which are essentially beyond the control of the work center supervisor.
51900S	<u>Training.</u> Hours nonavailable for production expended in formal classroom training either on or off Base. Includes passive defense and disaster control training. Excludes on-the-job training and "after hours" employee self-development training.
51900T	<u>TAD.</u> Hours and related travel and per diem costs expended for the following reasons: seminars; conferences (nonproductive); audit teams; briefings; and boards and councils, etc. Hours should be charged to related productive JONS whenever possible.
51YADT	<u>Administrative Travel.</u> Administrative travel is all travel that is not mission essential or directly related to job performance. For example: Attendance or participation at conferences, meetings, or symposia of organizations; attendance at training courses that are not specific requirements for job performance; visits to FNF organizations for general surveillance of their operations; routine or periodic trips for new personnel; travel to staff retreats. No labor will be charged to this JON. E/E "E" only.
MATERIAL	
519010	This JONS is to be used by the Administrative Office for the purchase of consumable supplies. It is restricted to E/E "T" only.

<u>Title</u>	<u>Description</u>
510020	This JONS is to be used by the Administrative Office for the issuance of contracts. It is restricted to E/E "Q" only.
510090	This JONS is used for funding incentive awards other than beneficial suggestion and is restricted to E/E's "U" and "A".
MILITARY DUTY	Hours not available for productive effort due to absence from primary functional work assignment for one or more hours.
51001V	<u>Duty</u> . Man-hours expended on military assignment such as security watch, working parties, funeral detail, administrative processing (excluding mess duty), and PT readiness.
51002W	<u>Leave</u> . Man-hours expended on leave, liberty, compensatory time off, sick at home/quarters, and sick in hospital.
51003X	<u>Personal Affairs</u> . Man-hours expended on personal affairs such as visiting the Exchange, Clothing Store, Commissary, Chaplain, Dental Clinic, Dispensary, or organized athletic programs.
51004V	<u>Training</u> . Man-hours expended on assignments such as inspections, formations, parades, ceremonies, marksmanship training, essential military subjects training and general military subjects training.
51005Z	<u>Other</u> . Man-hours expended in confinement of less than 30 days for disciplinary reasons and unauthorized absence of less than 30 days.
CIVILIAN LEAVE	Hours not available for productive effort due to approved absences defined as follows:
510001	<u>Annual</u> . Self explanatory
510002	<u>Sick</u> . Sick leave or pending disability retirement
510003	<u>Holiday</u> . Self explanatory

AIR FORCE STATUS

The Cataloging and Standardization Office (CASO) at Battle Creek, Michigan, recently began a program of developing production standards for FCS-related activities. CASO was formed six years ago by the consolidation of cataloging activities previously resident in Air Force Logistics Commands (ALCs). More than 400 employees without previous cataloging experience were trained in cataloging. There existed, at the time of consolidation, a large backlog of cataloging actions. Only recently has the situation at CASO stabilized sufficiently for meaningful production statistics to be collected.

CASO is using the LODC Production Report to develop work standards. Formal process descriptions for the items on that report do not exist, but the following are capsule description of their processes obtained through interviews.

<u>Work Unit</u>	<u>Description</u>
Base 86s	Request for cataloging action. CASO is the control point and performs preliminary research. If substitutes exist, the cataloging action can be closed at CASO. If not, it is forwarded to the appropriate Air Logistics Command.
PPLs	Provisioning Parts Lists. These are checked for consistency by catalogers and then subjected to a cursory Interchangeability and Standardization review.
TCTO	Time Compliance Technical Order. This is a modification to a weapon system. CASO performs a consistency review and provides an alternative if one is available. If not, the suggested item is used.
SERD	Support Equipment Recommended Data. The manufacturer has suggested support equipment for a system. CASO performs an Interchangeability and Substitutability review, a consistency review, and a check of the standard maintenance handbook to verify the recommendation.

Work Unit

Description

AF601A

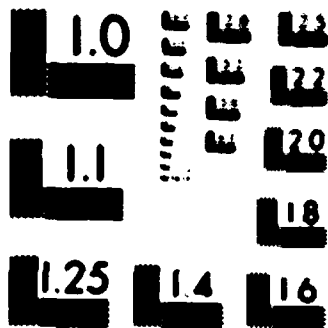
Request to add to or change a previous allocation pattern for an item.

SPEC/STD/CID

Specifications, Standards, and Commercial Item Description. CASO checks for consistency and for approved item names.

DD Form 61

Request for nomenclature.



WINDTUNNEL RESOLUTION TEST TARGET
NATIONAL BUREAU OF STANDARDS-1963-A

DEFENSE SUPPLY CENTERS STATUS

The Defense Supply Centers (DSCs) of DLA are users of the FCS. They also actively support other users and serve as a link between those users and DLSC. Costs related to these activities can be captured in the same way other FCS-related DLA costs are captured. Work standards have been developed for FCS-related processes and have been refined to reflect functional activities.

Refined work definitions have been developed for DCS-related processes at DSCs. The following pages show those definitions along with a title, the place to take counts, and the group responsible for reporting the number of transactions counted. Based on this data and actual production statistics, an analyst can determine the skill level and time required to process transactions. Because the DSCs can collect data on the basic transactions that are included in FCS processes (item entry control, item identification, etc.), the analyst can evaluate changes to those processes by evaluating which transactions would change. Production statistics are kept against these work definitions and reported to DLA.

Extract from DLAN 7730.2
FCS Related Work Definitions

PROGRAM 400

<u>DATA NO.</u>	<u>FREQ</u>	<u>DUE DATE</u>	<u>DATE ENTERED</u>	<u>OP1/OTHER INTEREST</u>
**187AF	M	10C	1 July 1973	SP/CH

TITLE: Original RM II

DEFINITION: To qualify for inclusion in the count, the following criteria must be met: (1) an original or reinstated partial or fully descriptive request for NIIN or PSCN assignment; (2) submitted to DLSC under originator code assigned the DSC. Count excludes any resubmission of corrected inputs to DLSC.

POINT OF COUNT: When released to Quality Control for submission to DLSC.

REPORTING ACTIVITIES: B, H

**187AF	M	10C	1 July 1973	SP/CH
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TITLE: Original RM II

DEFINITION: To qualify for inclusion in the count, the following criteria must be met: (1) an original or reinstated reference method (without characteristics) requests for NIIN; (2) submitted to DLSC under originator code assigned DSC. Count excludes internal quality control rejects as well as rejects and returns from DLSC. Count excludes any resubmission of corrected inputs to DLSC.

POINT OF COUNT: When released to Quality Control for submission to DLSC.

REPORTING ACTIVITIES: B, H

**187B	M	10C	1 July 1974	SP/CH
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TITLE: Cancelled IIs Submitted

DEFINITION: To qualify for inclusion in the count, the following criteria must be met: (1) the transaction is a Cancel-Invalid, Cancel-Use or Cancel-Duplicate action; (2) submitted to DLSC under originator code assigned to DSC. Count excludes internal quality control rejects as well as rejects and returns from DLSC. Count excludes any resubmission or corrected inputs to DLSC.

POINT OF COUNT: When released to Quality Control for submission to DLSC.

REPORTING ACTIVITIES: B, H

187A9	M	10C	1 July 1974	SP/CH
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TITLE: Off-Line FIIG Revisions Submitted

DEFINITION: To qualify for inclusion in the count, the following criteria must be met: (1) action must have been taken as a result of a Notification Listing from DLSC and within the approved DLSC established time frame; (2) related to Off-Line FIIG Revisions; (3) submitted to DLSC under originator code assigned the DSC. Count excludes internal quality control rejects as well as rejects and returns from DLSC. Count excludes any resubmission of corrected inputs to DLSC.

POINT OF COUNT: When released to Quality Control for submission to DLSC.

REPORTING ACTIVITIES: B H

**187C	M	10C	1 July 1970	SP/CH
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TITLE: Revised II Submitted

DEFINITION: To qualify for inclusion in the count, the following criteria must be met: (1) the revised II is a change in item name and/or FSC and/or addition/change to characteristics without a change in Type II; (2) submitted to DLSC under originator code assigned the DSC. Count excludes internal quality control rejects as well as rejects and returns from DLSC. Count excludes any resubmission of corrected inputs to DLSC and item identification data base clean-up transactions.

POINT OF COUNT: When released to Quality Control for submission to DLSC.

PROGRAM 400

<u>DATA NO.</u>	<u>FREQ</u>	<u>DUE DATE</u>	<u>DATE ENTERED</u>	<u>OP1/OTHER INTEREST</u>
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NOTE: Count of one is made for each NSI; regardless of number of input DICs required.

REPORTING ACTIVITIES: I, H

197c3	M	10C	1 July 1974	SP/CM
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TITLE: IL Transfers Submitted

DEFINITION: To qualify for inclusion in the count, the following criteria must be met: (1) the II is a change in Type together with a change in Item Name and/or FSC and/or addition, change or deletion of item characteristics; (2) submitted to DLSC under originator code assigned the DSC. Count excludes internal quality control rejects as well as rejects and returns from DLSC. Count excludes any resubmission of corrected inputs to DLSC and item identification data base cleanup transactions.

POINT OF COUNT: When released to Quality Control for submission to DLSC.

NOTE: Count of one is made for each NSN regardless of number of input DICs required.

REPORTING ACTIVITIES: Q, H

187C1	M	10C	1 July 1975	SP/CM
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TITLE: Full Descriptive Method of Item Identification Transfers Submitted

DEFINITION: To qualify for inclusion in the count, the following criteria must be met: (1) the II is a change to Type I together with a change in Item Name and/or FSC and/or addition, change or deletion of item characteristics; (2) submitted to DLSC under originator code assigned the DSC. Count excludes internal quality control rejects as well as rejects and returns from DLSC. Count excludes any resubmission of corrected inputs to DLSC and item identification data base cleanup transactions. NOTE: This represents a portion of the 187B9 count.

POINT OF COUNT: When released to Quality Control for submission to DLSC.

NOTE: Count of one is made for each NSI regardless of number of input DICs required.

REPORTING ACTIVITIES: B, H

188F	M	10C	1 July 1968	SP
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TITLE: PEC Codes Assigned

DEFINITION: Number of Standard Commodity Classification codes or PEC codes assigned to inventory reports.

POINT OF COUNT: Upon completion of the assignment of the PEC.

REPORTING ACTIVITIES: G

191B	M	10C	1 July 1968	SP/CM
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TITLE: IL Descriptions Prepared, New and Revised

DEFINITION: Number of new or revised identification list (IL) descriptions prepared where manual systems require input to delete an item from IL publication, deletion input actions are also included.

POINT OF COUNT: Work unit count is taken upon completion of new or revised IL description for an NSI, and where applicable, when input deletion action for an NSN is completed by preparer of action.

REPORTING ACTIVITIES: B5

PROGRAM 400

<u>DATA NO.</u>	<u>FREQ</u>	<u>DUE DATE</u>	<u>DATE ENTERED</u>	<u>OP1/OTHER INTEREST</u>
194	Q	10C	1 July 1968	SP/CM
TITLE: NSNs Added (DoD)				
DEFINITION: Number of NSNs added to the Federal catalog DRP for which one or more DoD users is recorded.				
POINT OF COUNT: This is the cumulative count of DoD NSNs added since the last reporting period. Count is taken at the conclusion of the last catalog cycle of the reporting period.				
REPORTING ACTIVITIES: H				
195	Q	10C	1 July 1968	SP/CM
TITLE: NSNs Deleted (DoD)				
DEFINITION: Number of NSNs deleted from the Federal catalog DRP for which one or more DoD users is recorded.				
POINT OF COUNT: This is the cumulative count of DoD NSNs deleted since the last reporting period. Count is taken at the conclusion of the last catalog cycle of the reporting period.				
REPORTING ACTIVITIES: H				
196	Q	10C	1 July 1968	SP/CM
TITLE: Federal Catalog Stock Numbers, Closing Inventory (DoD Stock Numbers)				
DEFINITION: Number of NSNs in the Federal catalog ERP for which one or more DoD users is recorded.				
POINT OF COUNT: This is a status record of DoD NSNs at the conclusion of the last catalog cycle of the reporting period.				
REPORTING ACTIVITIES: H				
196C	M	10C	1 July 1968	SP
TITLE: Original DM IIs Processed by DLSC				
DEFINITION: Number of original DM IIs processed by DLSC.				
POINT OF COUNT: This is a cumulative count of DM IIs which have been assigned a stock number or coded for return by the computer.				
REPORTING ACTIVITIES: H				
196D	M	10C	1 July 1968	SP
TITLE: Original RM IIs Processed by DLSC				
DEFINITION: Number of original RM IIs processed by DLSC.				
POINT OF COUNT: This is a cumulative count of RM IIs which have been assigned a stock number or coded for return by the computer.				
REPORTING ACTIVITIES: H				
207A1	M	15C	1 August 1968	SP
TITLE: Item Entry Control - Manual Matches				
DEFINITION: Number of items prevented entry into supply system as a result of manual matches. Excludes duplicates found by PCO.				
POINT OF COUNT: When match is found.				
REPORTING ACTIVITIES: B				
207B	M	15C	1 July 1968	SP
TITLE: Item Entry Control - Substitute/Replacements Offered				
DEFINITION: Number of substitutes/replacements offered to requestor in lieu of proposed new item.				

PROGRAM 400

<u>DATA NO.</u>	<u>FREQ</u>	<u>DUE DATE</u>	<u>DATE ENTERED</u>	<u>OP1/OTHER INTEREST</u>
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POINT OF COUNT: When offer is made.

REPORTING ACTIVITIES: B

207C	M	15C	1 July 1968	SP
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TITLE: Item Entry Control - NSN Requests for Error or Inadequate Data
 DEFINITION: Number of requests for NSNs returned to requestor as unprocessable due to errors or lack of data.
 POINT OF COUNT: When request is returned.
REPORTING ACTIVITIES: B

207D	M	15C	1 Jul 1968	SP
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TITLE: Item Entry Control - NSN Requests Approved
 DEFINITION: Number of requests for new/reinstated NSNs approved for forwarding to DLSC. Includes NSN requests for all DLA-managed items on new and reinstated IIs.
 POINT OF COUNT: When technician approves request.
REPORTING ACTIVITIES: B

207G	M	15C	1 July 1968	SP
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TITLE: Item Entry Control - Items Assigned Standardization Code 6
 DEFINITION: Number of items authorized for procurement in a specific FSC class/item name grouping previously approved for assignment of Standardization Code 6.
 POINT OF COUNT: When technician or SAMMS Item Standardization Application assigns Standardization Code 6 to item
REPORTING ACTIVITIES: B

207L	M	10C	1 July 1970	SP/CM
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TITLE: Item Entry Control - DLA-Managed Items Manually Screened
 DEFINITION: Number of proposed new/reinstated item identifications manually screened to prevent unnecessary items from entering supply system. (For DFSC only: includes screening of Military Service-managed items as designated single submitter for FSC class.)
 POINT OF COUNT: When technician completes review of proposed new/reinstated item identification.
REPORTING ACTIVITIES: B

208C	M	10C	1 July 1968	SP/CM
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TITLE: Item Reduction - Manually Reviewed Items with Recorded United States Users in the DLSC Total Item Record
 DEFINITION: Number of U.S. user items in the DLSC TIR manually reviewed in item reduction study projects item name grouping to perform technical comparisons and resulting in standardization codes being assigned or changed. Includes items (Code C) reviewed where technical data (specifications, standards, drawings and commercial catalogs) were inadequate to make a standardization decision. Excludes items having standardization codes assigned or changed (Codes B or E) in new or revised superseding specifications or standards and items in a specific FSC class/item name grouping which has little or no potential for elimination of items through reduction studies.

PROGRAM 400

<u>DATA NO.</u>	<u>FREQ</u>	<u>DUE DATE</u>	<u>DATE ENTERED</u>	<u>OP1/OTHER INTEREST</u>
314U1	Q	15C	1 July 1981	SP
TITLE: Part Types Reviewed With No Recommendation				
DEFINITION: Number of part types for which no recommendation was made by the MPCAG because of lack of information or the part was not under the purview of the MPCAG.				
POINT OF COUNT: When the information is sent to the design activity or when a computer generated report is received. Computed by 314U1 equals 314U minus 314V.				
REPORTING ACTIVITIES: None. Computed at HQ DLA.				
314V	Q	15C	1 July 1981	SP
TITLE: Part Control Evaluations Leading to a Recommendation				
DEFINITION: Number of part types evaluated for which sufficient information exists upon which to make a decision.				
POINT OF COUNT: When the total part types are reviewed and determined to have adequate data.				
REPORTING ACTIVITIES: B (B5)				
314V1	Q	15C	1 July 1981	SP
TITLE: Standard Part Types Verified				
DEFINITION: Number of part types proposed for listing on Program Parts Selection Lists (PPSLs) by design activities and determined by MPCAG to be standard and preferred part types for use in new design.				
POINT OF COUNT: When a MPCAG recommendation is sent to the design activity or when a computer generated report is received. Computed by 314V1 equals 314V minus 314V2.				
REPORTING ACTIVITIES: None. Computed by HQ DLA.				
314V2	Q	15C	1 July 1981	SP
TITLE: Total Nonstandard Part Types Evaluated				
DEFINITION: Number of Part types proposed for listing on PPSLs by design activities and determined by MPCAG to be nonstandard.				
POINT OF COUNT: When a MPCAG nonstandard determination is sent to the design activities or when a computer generated report is received.				
REPORTING ACTIVITIES: B (B5)				
314V3	Q	15C	1 July 1981	SP
TITLE: Nonstandard Part Types Replaced				
DEFINITION: Number of nonstandard part types submitted by design activities recommended for replacement by MPCAG with standard and preferred part types for use in new design.				
POINT OF COUNT: When a MPCAG recommendation is sent to the design activity or when a computer generated report is received.				
REPORTING ACTIVITIES: B (B5)				
314V4	Q	15C	1 July 1981	SP
TITLE: Percent Nonstandard Part Types Replaced				
DEFINITION: Derived by dividing 314V3 by 314V2.				
REPORTING ACTIVITIES: None. HQ DLA computed.				

DLAH 7730.2

PROGRAM 400

DATA NO. FREQ DUE DATE DATE ENTERED OP1/OTHER INTEREST

314W Q 15C 1 July 1981 SF

TITLE: Contracts Active - End of Period

DEFINITION: Number of contracts/programs assigned to a MPCAG at the end of the quarter, for which parts control activity has been performed over the past 6 months, in one or more of the following phases: Preliminary advisory services prior to the award of a contract (e.g., proposed statements of work, source selection boards, postaward parts control organization meetings, etc.); evaluation of part types; evaluation of drawings; evaluation of PPSLs.

POINT OF COUNT: When a count is made of contracts which are still active at the end of the quarter.

REPORTING ACTIVITIES: B (B5)

566 M 10C 1 October 1976 SP/CM

TITLE: Item Identification Data Base Cleanup

DEFINITION: To qualify for inclusion in the count the transaction must be (1) taken as a result of a Notification Listing from DLSC related to Data Base Cleanup or as a result of FIIG page change or workload not completed under Data Element 187A9 by the required time frame; (2) submitted to DLSC under the originator code assigned to the DSCs. Count excludes resubmission of transactions which have been rejected or returned to DLSC as well as internal Quality Control rejects.

POINT OF COUNT: When released to Quality Control for submission to DLSC.

REPORTING ACTIVITIES: B, H

580 Q 10C 1 October 1977 SE

TITLE: Principles and Application of Value Engineering (PAVE) Training

DEFINITION: Number of persons trained in PAVE at an accredited course of instruction of 40 hours or more DRP.

POINT OF COUNT: On completion of course by individual.

REPORTING ACTIVITIES: B, B5M, B5S, B5T

581 Q 10C 1 October 1977 SE

TITLE: Contractual Aspects of VE (CAVE) Training

DEFINITION: Number of persons trained in CAVE at an accredited course of instruction of 40 hours or more DRP.

POINT OF COUNT: On completion of course by individual.

REPORTING ACTIVITIES: B, B5M, B5S, B5T

582 Q 10C 1 October 1977 SE

TITLE: VE Orientation

DEFINITION: Number of persons receiving orientation in Principles of VE DRP.

POINT OF COUNT: On completion of orientation by individuals.

REPORTING ACTIVITIES: B, B5M, B5S, B5T

583 Q 10C 1 October 1977 SE

TITLE: Full-Time VE Staff, Number

DEFINITION: Number of full-time employees, other than secretarial or clerical in the VE office.

POINT OF COUNT: End of report period.

REPORTING ACTIVITIES: B, B5M, B5S, B5T

PROGRAM 400

<u>DATA NO.</u>	<u>FREQ</u>	<u>DUE DATE</u>	<u>DATE ENTERED</u>	<u>OPI/OTHER INTEREST</u>
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POINT OF COUNT: On implementation of first procurement under the modified contract.

REPORTING ACTIVITIES: C, B5M, B5S, B5T

595	Q	10C	1 October 1977	SE
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TITLE: VECP Actual Savings (\$000)

DEFINITION: The Government share of savings actually realized as the result of VECPs being implemented DRP. Includes follow-on savings developed as a result of a subsequent procurement during the sharing period from implementation.

POINT OF COUNT: On determination that an audit of savings has been made.

REPORTING ACTIVITIES: B, B5M, B5S, B5T

596	Q	10C	1 Oct 1977	SE
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TITLE: VECP Costs (\$000)

DEFINITION: The costs to develop and implement the VECP as reported by the contractor. Includes Government nonrecurring costs to develop and implement the VECP or costs expended or disapproved VECPs.

POINT OF COUNT: On implementation of the VECP or determination that the VECP is disapproved.

REPORTING ACTIVITIES: B, B5M, B5S, B5T

597	Q	10C	1 October 1977	SE
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TITLE: VECPs On Hand

DEFINITION: A contractor-generated proposal that has been assigned a VE project number which is still in process at ERP.

POINT OF COUNT: End of report period.

REPORTING ACTIVITIES: B, B5M, B5S, B5T

598	M	10C	1 January 1978	SP
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TITLE: Redistributions, Items

DEFINITION: Item shipped or transferred from idle to package, idle to active, active to active, active to package (where item was not previously packaged item) and package items in storage to use.

POINT OF COUNT: When item is actually shipped, transferred or transferred-in-place.

REPORTING ACTIVITIES: G

599	M	10C	1 January 1978	SP
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TITLE: Certificate of Nonavailability

DEFINITION: Formal replies to DD Forms 1419 (DoD IPE Requisition) or equivalents DRP that assets are not available to fill a requirement.

POINT OF COUNT: Count is made when reply is forwarded.

REPORTING ACTIVITIES: G

600	M	10C	1 October 1978	SC
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TITLE: Reference Numbers Added by Special Project

DEFINITION: To qualify for inclusion in the count, the following criteria must be met: (1) must be a special effort strictly for the purpose of adding reference numbers; (2) not part of normal maintenance of the transfer program and (3) submitted to DLSC under originator code assigned the DSC. Count excludes internal quality control rejects as well as rejects and returns from DLSC. Count

DLAH 7730.2

PROGRAM 400

DATA NO. FREQ DUE DATE DATE ENTERED OTHER INFO TEST

excludes any resubmission of corrected inputs to DLSC.

POINT OF COUNT: When released to quality control for submission to DLSC.

REPORTING ACTIVITIES: B

610 M 10C 1 October 1978 SC

TITLE: Cancellation Resulting from Adding Reference Numbers by Special Project

DEFINITION: To qualify for inclusion in the count, the following criteria must be met: (1) the cancellation is a result of adding reference numbers by special project, and (2) referred to normal processing under CAC 422.01. Count excludes cancellation generated by other than special project on reference numbers.

POINT OF COUNT: When released to II personnel for processing as normal cancellation action.

REPORTING ACTIVITIES: B

611 M 10C 1 October 1978 SC

TITLE: Line Items of Output for DLA-SC Approved Projects

DEFINITION: To qualify for inclusion in the count the line item must be: (1) as a result of effort chargeable to CAC 422.04, (2) submitted to DLSC under originator code assigned to DSC. Count excludes counts not related to approved projects chargeable to CAC 422.04.

POINT OF COUNT: When released to quality control for submission to DLSC.

REPORTING ACTIVITIES: B

614A Q 10C 1 January 1980 SP

TITLE: NSNs with Unapproved Names Reviewed

DEFINITION: To qualify for inclusion in the count, the NSN must be related to Project D-2 and reviewed to determine approved name and classification.

POINT OF COUNT: When decision is made on action to be taken.

REPORTING ACTIVITIES: B1, B2, B3, B4

614B Q 10C 1 January 1980 SP

TITLE: NSNs with Unapproved Names Identified to an Approved Name

DEFINITION: To qualify for inclusion in the count, the NSN must be related to Project D-2, identified to an approved name.

POINT OF COUNT: When released for collaboration to interested activities.

REPORTING ACTIVITIES: B1, B2, B3, B4

614C Q 10C 1 January 1980 SP

TITLE: NSNs with Unapproved Names Identified to be Cancelled as Replaced or Duplicate Items

DEFINITION: To qualify for inclusion in the count, the NSN must be related to Project D-2 and determined to be replaced by or duplicate or an existing item in the system.

POINT OF COUNT: When released to Quality Control for submission to DLSC.

REPORTING ACTIVITIES: B1, B2, B3, B4

614D Q 10C 1 January 1980 SP

TITLE: Items with Unapproved Names with No Users

DEFINITION: To qualify for inclusion in the count, the NSN must be related to Project D-2 and determined to have no users.

PROGRAM 400

<u>DATA NO.</u>	<u>FREQ</u>	<u>DUE DATE</u>	<u>DATE ENTERED</u>	<u>REPORTING OFFICE</u>
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POINT OF COUNT: When determined to have no users.

REPORTING ACTIVITIES: B1, B2, B3, B4

614C	Q	10C	1 January 1960	SP
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TITLE: NSNs Identified to an Approved Name and Submitted to DLSC by the Reviewing DSC

DEFINITION: To qualify for inclusion in the count, the NSN must be related to Project D-2, identified to an approved name, collaborated with appropriate activities and submitted to DLSC by the reviewing DSC.

POINT OF COUNT: When released to Quality Control for submission to DLSC.

REPORTING ACTIVITIES: B1, B2, B3, B4

614F	Q	10C	1 January 1960	SP
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TITLE: NSNs Identified to an Approved Name and Submitted to DLSC by other than DSC

DEFINITION: To qualify for inclusion in the count, the NSN must be related to Project D-2, identified to an approved name, collaborated with appropriate activities and submitted to DLSC by other than the reviewing DSC.

POINT OF COUNT: When determined to have been submitted to DLSC.

REPORTING ACTIVITIES: B1, B2, B3, B4

614G	Q	10C	1 January 1960	SP
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TITLE: NSNs Submitted to Military Services for Input to DLSC which are BackTogged

DEFINITION: To qualify for inclusion in the count, the NSN must be related to Project D-2, identified to an approved name, collaborated with interested activities, sent to a Military Service for action, but action has not been taken.

POINT OF COUNT: NSNs remaining in the Military Services and not submitted to DLSC at the end of the report period.

REPORTING ACTIVITIES: B1, B2, B3, B4

614H	Q	10C	1 January 1960	SP
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TITLE: NSNs which are Correctly Classified Outside the Home FSC

DEFINITION: To qualify for inclusion in the count, the NSN must be related to Project D-2, determined to be correctly classified outside the Home FSC.

POINT OF COUNT: Upon determination to be correctly classified.

REPORTING ACTIVITIES: B1, B2, B3, B4

614I	Q	10C	1 January 1960	SP
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TITLE: NSNs Retained for Developing New Name

DEFINITION: To qualify for inclusion in the count, the NSN must be related to Project D-2, no approved name can be determined, has technical data to develop characteristics and referred to name/IIIG development organization for developing approved name upon completion of basic name related to Project D-2.

POINT OF COUNT: Upon referral to name development organization.

REPORTING ACTIVITIES: B1, B2, B3, B4

<u>DATA ELEMENT</u>	<u>TITLE</u>	<u>PAGE</u>
85V	Technical Item Identification Actions	26-400-1
90A	Awards Not Subject to Competition, Value	26-100-15
90B	Awards Not Subject to Competition, Number of Actions	26-100-19
93A	Requisition L/I Manually Processed	26-200-5
93A1	Requisition Followups Manually Processed	26-200-6
93A2	Requisition Cancellations Manually Processed	26-200-6
93A3	Customer Support	26-200-6
93B	Inventory Recording and Adjustments L/I Processed	26-200-6
93B1	Inventory Accounting Actions Processed	26-200-7
	Provisioning SSRs:	
93L1	With Positive Final Advice, Processed	26-400-3
93L2	With Rejected Final Advice, Processed	26-400-4
93M	For Established Items With NSN Assigned	26-400-4
93M1	For Items With PSCN Assigned	26-400-4
93M2	For New Items Without NSN Assigned	26-400-4
	MIPRs:	
93N3	Processed by PCO	26-400-4
93N4	Requiring PCO Action	26-400-4
	Procurement Documents:	
93N5	Reviewed by PCO	26-400-5
93N6	Requiring PCO Action	26-400-5
93N7	Conferences Established by PCO	26-400-5
93N7A	Provisioning Support Actions - DLA-Owned and Operating Equipment	26-400-5
93N8	Provisioning Conferences or Meetings Attended by PCO	26-400-5
93N9	Provisioning Offers of Alternate/Substitute Items	26-400-5
93N10	New National Stock Numbers (NSNs) Resulting from SSRs	26-400-6
93N11	SSRs Output for Technician Review	26-400-6
	L/I Received for Stock:	
94	DLA Commodities, Total System	26-200-7
94A	DLA Material, Includes IFE	26-200-7

NATO STATUS

The Directorate of Cataloging at DLSC performs cataloging services for NATO and other foreign governments. In accordance with DoD policy on Foreign Military Sales (FMS), total costs for the NATO Codification function must be recovered.

Following is the FY82 rate schedule for performing FCS-related activities. Production statistics upon which these rates are based should be obtained each fiscal year from DLSC.

Rates for NATO Cataloging Services

Revised Rates for NATO and Other Foreign Governments Cataloging Services

1. Statistics from October 1980 through March 1981 were used as the base for this study. Costs were increased by 4.8% for personnel and 10% for non-personnel dollars to allow for anticipated inflation during FY 82. Costs for functions not directly related to requests for stock number assignment were excluded. Increased productivity attributed to the slight decrease in rates. Proposed rates have been rounded to whole cents. DLSC anticipates recovery of total costs for the NATO Codification function in accordance with DoD policy on Foreign Military Sales (FMS) based on these revised rates.

2. Transaction Rates:

<u>Type of Transaction</u>	<u>DIC</u>	<u>FY81 Rate</u>	<u>FY82 Proposed Rate</u>
Descriptive Method Item Identification	LNC/ LNR	\$33.9912	\$33.13
Reference Method Item Identification	LNK	\$12.0401	\$11.86
Add MOE Rule	LAU	\$ 9.1501	\$ 8.96
Add Reference Number	LAR	\$ 9.1417	\$ 8.96
Add MOE Rule and Reference Number	LMD	\$ 9.1521	\$ 8.96
Change PSCN to NIIN	LCP	\$ 9.1501	\$ 8.96
Return to Country	- -	No Charge	No Charge
Machine Generated LAU	LAU	\$.0568	\$.05
Direct Submittals:			
Screen Reference Number	LSN	\$.0568	\$.05
Screen NSN/NIIN	LTI	\$.0568	\$.05
Add MOE Rule	LAU	\$.0568	\$.05
Add Reference Number	LAR	\$.0568	\$.05
Add MOE Rule and Reference Number	LMD	\$.0568	\$.05
Delete MOE Rule	LDU	No Charge	No Charge
Delete Reference Number	LDR	No Charge	No Charge

VETERANS ADMINISTRATION STATUS

The following Work Measurement Standards were obtained from: Veterans Administration, Cataloging Division (901S), VA Supply Depot, P. O. Box 27, Hines, Illinois 60141, and were current as of December 1982. FCS processes are contained in the following VA standards:

Unit 1 - Item Added for Marketing (LOG & DIDS)

Unit 2 - Item Added for Medical Center (LOG & DIDS)

Unit 4 - Maintenance Actions to Federal Catalog System (DIDS)

Unit 7 - NX Items Added (Category Cataloging)

Unit 7A - NX Items Matched (Category Cataloging)

VA Monthly Work Measurement Summary

MONTHLY WORK MEASUREMENT SURVEY

ESTABLISHED
AUG/SEPT
1982

UNIT	ACTION	VOLUME	RATE PER HOUR	TOTAL HOURS
1	- Item Added for Marketing (LOG & DIDS)	_____	.36	_____
1A	- Item Added for Marketing (LOG Only)	_____	.55	_____
2	- Item Added for Medical Center (LOG & DIDS)	_____	.39	_____
2A	- Item Added for Medical Center (LOG Only)	_____	.50	_____
3	- Maintenance Actions to Master General Catalog (LOG) (Excludes Category NX)	_____	3.00	_____
4	- Maintenance Actions to Federal Catalog System (DIDS)	_____	.69	_____
5	- Catalog Requests on Matched Items (LOG)	_____	3.36	_____
6	- Actions Prepared & Processed to VA-3, "Parts I & IV"	_____	1.25	_____
7	- NX Items Added (Category Cataloging)	_____	.31	_____
7A	- NX Items Matched (Category Cataloging)	_____	1.20	_____
7B	- NX Item Maintenance Actions (Category Cataloging)	_____	1.60	_____
8	- Collaboration Actions (1685's, 180's FIIG's)	_____	.32	_____
9	- Item Reduction Studies	_____	.25	_____

ALLOWANCE HOURS - TOTAL: _____

No. of Positions _____

No. of Hours Available During the Month _____

Minus Leave Taken During the Month _____

10 - Minus Unmeasured Allowance (Standard 1.83 x Days x Positions) _____

11 - Minus Supervision/Administrative Functions (Office of Chief, Actual Time Spent on Duty) _____

Net Measured Man-Hours Available: _____

Divide Net Hours Available into Total Allowance Hours Equals Percentage of Effectiveness _____

UNIT 1 ITEM ADDED FOR MARKETING (LOG & DIDS)

Includes any and all functions involved in adding new Centrally Managed (Medical and Subsistence) items to the VA and DID systems. Includes receiving 10-2063's (MA's), logging in, assigning control number, distributing; reviewing MA, specifications, purchase description, contacting Marketing; researching of MCRL, FILDR, Report 696, Report 688, manufacturer's literature, Cataloging Handbooks, etc; locating approved item name or develop name, replying to FIIG; prepare and file manufacturer's cross reference card, brand name cross reference card, prepare alpha index card; preparation of DOD form 2051 - Request for manufacturer's code; assign VASCM; preparation of DOD Form 1982 - verifying manufacturer's product no.; pulling DIDS procedures manuals; completing catalog worksheet; preparation of Log Code Sheets - 1232a and 1232b; preparation of DIDS Code Sheets - 7919, 7919A and 7920; posting to Report 696; obtain DCSN from register and post action to DIDS Register, post to index card, review DD-146; release code sheets to DPC Key Punch Unit; preparing folder and label for History File and filing data in History File; typing data on MA; typing index card; filing index card; logging out MA to Marketing; logging in MA from Central Office; completed action logged out to Marketing; typing of any correspondence pertaining to a new VA-3 item.

UNIT 1A ITEM ADDED FOR MARKETING (LOG ONLY)

MARKING DIDS

Includes any and all functions involved in adding a new Centrally Managed (General Supply) item to the VA (LOG) system. Includes receiving 10-2063's (MA's), logging in, assigning control number, distributing; reviewing MA, specifications, purchase description, contacting marketing; researching of MCRL, FILDR, Report 696, manufacturer's literature, Cataloging Handbooks, etc; locating approved item name or develop name; replying to FIIG; prepare and file manufacturer's cross reference card, brand name cross reference card; prepare alpha index card; assign VASCM; completing catalog worksheet; preparation of LOG Code Sheets - 1232a and 1232b; posting to Report 696; release code sheets to DPC Key Punch Unit; typing data on MA; typing index card; filing index card; logging out MA to Marketing; logging in MA from Central Office; completed action logged out to Marketing; typing of any correspondence pertaining to a new VA-3 item; posting new item to VA-3 master.

Catalogers - Record time, as applicable

Clerks - Record time doing portion underlined

UNIT 2 ITEM ADDED FOR MEDICAL CENTER (LOG & DIDS)

Includes any and all functions involved in adding a new VAMC item to the VA and DID systems. Includes receiving 10-2116 - Catalog Request, date stamping, sorting, counting, distributing; reviewing catalog request, contacting Medical Center or manufacturer; researching of MCRL, FILDR, Report 696, manufacturer's literature, Cataloging Handbooks, etc; locating approved item name or develop name, replying to FIIG; prepare and file manufacturers cross reference card, Brand Name cross reference card; prepare alpha index card; preparation of DOD Form 2051 - Request for manufacturer's code; assign VASCM; preparation of DOD Form 1982 - verifying manufacturer's product No.; pulling DIDS procedures manuals; completing catalog worksheet; preparation of LOG Code Sheets - 1232a and 1232b; preparation of DIDS Code Sheets - 7919, 7919A and 7920; posting to Report 696; process S45 transaction to release data to Medical Center; obtain DCSM from register and post action to DIDS register; release code sheets to DPC Key Punch Unit; preparing folder and label for History File and filing data in History File; typing index card, filing index card; typing or writing any correspondence to Medical Center or manufacturer which pertains to adding an item to the system. (Note: See action's record under Unit 4)

UNIT 2A ITEM ADDED FOR MEDICAL CENTER (LOG-Only)

Includes any and all functions involved in adding new VAMC item to the LOG system. Includes receiving 10-2116 - Catalog Request, date stamping, sorting, counting, distributing; reviewing catalog request, contacting Medical Center or manufacturer; researching of MCRL, FILDR, Report 696, manufacturer's literature, Cataloging Handbooks, etc; locating approved item name or develop name; replying to FIIG; assign VASCM; completing catalog worksheet; preparation of LOG Code Sheets - 1232a and 1232b; posting to Report 696; process S45 transaction to release data to Medical Center; release Code Sheets to DPC Key Punch Unit; typing index card, filing index card; typing or writing any correspondence to Medical Center or manufacturer which pertains to adding an item to the system. Preparing work sheet for the typing of 1303's

Catalogers - Record time, as applicable

Clerks - Record time doing portion underlined

UNIT 3**MAINTENANCE ACTIONS TO MASTER GENERAL CATALOG (LOG)**

For Category 44.
See Unit 78

Maintenance actions affecting the LOG I Master General and/or expanded records - action which will add, change or delete any fields or segments in the LOG I System. Includes actions affecting VA-3 items, such as, receiving MA, reviewing MA, date stamping, distribution; includes adding or deleting data to keep item current, i.e. shelf life code, special handling code etc.; process stock number changes; includes review of documents which cause change to item, such as Catalog Requests, Cataloging Handbooks, Federal Supply Schedule, specifications, manufacturer's literature, DD-146's, etc.; reviewing Source 1 "U" Status items; deletion of items such as § Source, nonstandard items, etc.; action resulting from an approved Item Reduction Study; contacting or writing Medical Center or manufacturer; preparing or computer message code sheets, change code sheets, expanded code sheets; code sheets to Key Punch basket; posting to index card, Report 696 and 688; prepare and file alpha index card; typing of all correspondence relating to change; includes review of output from LOG prior to filing.

UNIT 4**MAINTENANCE ACTIONS TO FEDERAL CATALOG SYSTEM (DIDS)**

Maintenance actions affecting the Total Item Record (TIR) at DLSC - actions which will add, change, or delete any of the segments or parts thereof pertaining to an item. (Includes LAU, LDU, LCU). Includes actions, such as, preparing DOD Form 180 - Name Development; preparing DOD Form 2051 - Request for manufacturer's code; preparing DOD Form 1982 - verifying manufacturer's product No.; preparing of DOD Form 1685 - Data Exchange and/or proposed revision of catalog data; collaboration as required; action required as a result of an approved Item Reduction Study; review and research of literature, schedules, specifications, MCRL, FILDR, IL's, CMD file, DD-146's, Handbooks, etc.; obtain DCSN from register and post action to DIDS register; prepare code sheets and release to Key Punch Unit; typing of all correspondence related to maintenance; filing of output in item history file; includes review of all output from DLSC (printouts and DD-146's).

Catalogers - Record time, as applicable

Clerks - Record time doing portion underlined

UNIT 5 CATALOG REQUESTS ON MATCHED ITEMS (LOG)

Catalog requests (VA Form 10-2116 received for cataloging which are matched to items already in the VA LOG System. Includes receiving 10-2116; sorting, counting, date stamping and distribution; Cataloger checking/reviewing Report 696, MCRL, FILDR, Report 688, manufacturer literature, includes contacts with manufacturer or Medical Center, preparing code sheet for telecom message to Medical Center; code sheet to Key Punch Unit; Request to History/Hold file. (Note: If you match an item to DIDS, FILDR's and item is not in VA system you consider it as a new item under Unit 2A and LAU action is considered as a maintenance action under Unit 4). Typing of correspondence related to matched items.

Catalogers - Record time, as applicable

Clerks - Record time doing portion underlined

UNIT 6 ACTIONS PREPARED & PROCESSED TO VA-3, SECTION/PART I & IV

Includes any and all duties and functions related to preparing a change or revision to VA-3 publications "Part I and IV", such as receiving MA and posting action (add, change, or delete) to Master VA-3; maintaining MA LOG; maintaining publication schedule; reviewing Master VA-3; pulling panels, making changes to flex-0-print cards, retyping flex-0-print cards, typing flex-0-print cards on new items; checking against MA's, removing cards on deleted items, moving flex-0-print cards to fill panels, adding or removing illustrations; locating illustrations to publish, composing forewords, proofing panels, making corrections; typing draft of foreword, proofing foreword, preparing cover page, xeroxing panels and forewords, packing panels, typing 3019, releasing panels to GPO, proofing negatives; typing Form 3-7700, releasing negatives and forewords to Central Office, filing published change/revision in Master binder making the necessary additions, changes, etc., filing and/or distributing additional copies received. Includes any contacts with Marketing or Central Office in regards to publication.

And as applicable using Editwrite

Catalogers - Record time, as applicable

Clerks - Record time doing portion underlined

UNIT 7 NX ITEMS ADDED - (Category Cataloging)

Includes any and all functions involved in adding an item to the NX Category Cataloging Program, such as, receiving, sorting, counting, date stamping the 10-2116 requests; locating approved item name in H6, H2, etc., developing name and concept, developing item requirements; researching Report 696, MCRL, Manufacturer's Literature; VA-3 Section VII; pulling FIIG's, Contacting VAMC or Manufacturer by phone or letter, discussing item with Supervisor/Cataloger; complete catalog worksheet, prepare VADP, Log out and forward VADP with backup to VACO for approval, assign index number and stock number, prepare 10-1232a and 10-1232b; prepare transaction 545, add cross reference to Section VII, release code sheets for keypunching, typing of approved VADP; typing of index card, preparing of folder for item file, typing of any correspondence relating to the item.

UNIT 7A NX ITEMS MATCHED (Category Cataloging)

Includes any and all functions involved in matching an item request (10-2116) to an existing item in the system. Such as, receiving, posting, counting, date stamping the 10-2116; researching MCRL, Report 696, VADP's, etc., preparing 545 transactions, code sheet to keypunching unit.

UNIT 7B NX ITEM MAINTENANCE ACTIONS (Category Cataloging)

Includes any and all duties pertaining to maintaining the master record and/or files on existing NX Items, such as, reviewing VADP's, Master Printouts, Report 696, MCRL; revising VADP's, changing requirements, changing concepts, preparing change notices; adding new manufacturer's, make, model, to VADP backup, posting to Report 696, Index Cards, printouts; phone calls, letters, discussions on existing NX Items; typing of superseded VADP's, replacing file folders; posting to VA-3 Section VII, preparing code sheets, releasing code sheets for keypunching; typing of all correspondence relating to the maintenance of an item.

and
informatio
letters

also
includes
preparing
computer
message code
sheets

Catalogers - Record time, as applicable

Clerks - Record time doing portion underlined

UNIT 8 COLLABORATION ACTIONS (1685's, 180's, FIIG's) RECEIVED FROM OGA'S

Includes any and all functions resulting from the receipt of collaboration actions from other Government Agencies, such as Forms DD-1685 - Data Exchange and/or proposed revision of catalog data, DD-180 - Name Development, FIIG's, letter's, etc. for the purpose of concurrence or nonconcurrence. This action involves maintaining a Log-in and Log-out Register. Upon receipt of a 1685 check MG to verify VA is user; review DD-146, Index Cards, 688's; process 481 action; research characteristic data requisition change. Upon receipt of 180, check H-6, 696; review name or names; analyze delimitation; determine agreement or nonagreement; review advance change to H-6, H-2. Upon receipt of FIIG, review advance change to H-6, H-2. Upon receipt of FIIG, review item names added, changed or deleted; analyze all pac's - are they still applicable; should pac's be added, changed or deleted. Contact users, manufacturers, etc. prepare and typing of all correspondence or replies of concurrence, nonconcurrence, recommendations, etc.; filing of copies of all correspondence in history files.

UNIT 9 ITEM REDUCTION STUDIES (IRS)

Includes any and all functions dealing with Item Reduction Studies originated by VA or any other agency. Includes the proposed Item Reduction Studies as well as the VA approved Item Reduction Study. This action involves maintaining a Log-in and Log-out register; Reviewing MG to locate items VA is using; reviewing DD-146, Index Card, 688's; processing transaction 481 code sheets; contact user, manufacturer and marketing; determining standard item; prepare and type correspondence regarding action resulting from research and review of items on IRS. Filing of copies of all correspondence pertaining to IRS. (Note: Establishment of a new standard item not in LOG must be recorded under Unit 2A. Preparation and processing of messages, changing item status and sources etc. must be recorded under maintenance Unit 3.

Catalogers - Record time, as applicable

Clerks - Record time doing portion underlined

GENERAL SERVICES ADMINISTRATION STATUS

Following is an input form for the Employee/Organization Work Measurement System used by the GSA to monitor production in FCS-related work areas. This was obtained from the Office of Personal Property; Office of Supply; Cataloging Division (YSC); Crystal City, Virginia. The GSA has not specified in narrative form the processes represented by its work measurement codes. This document is used to collect data that may be used in work standards. The Document Identifier Codes (DICs) and phrases adjacent to each code, can be used to relate GSA tasks to FCS processes.

GSA Work Measurement Data Collection Form

EMPLOYEE/ORGANIZATION WORK MEASUREMENT SYSTEM

SUBMITTER

I/I WRITER CODE

ORGANIZATION (Correspondence Symbol)

PERIOD (month, day, and year)
FROM: TO:

Each individual shall submit their members' and out but weekly under this system. NOTE: Section I - Hour Control, Code 10, Total Productive Hours MUST agree with total hours recorded in Sections II and III.

GENERAL INSTRUCTIONS

SECTION I - HOUR CONTROL

SECTION II - NON OPERATIONAL (Hours Only)

CODE	DESCRIPTION	HOURS	CODE	DESCRIPTION	HOURS	CODE	DESCRIPTION	HOURS	CODE	DESCRIPTION	HOURS
01	Total hours available		06	Training		11	Management		STAFF SUPPORT		
02	Over-time		07	Details - Out (out of division)		12	Secretarial Activities		16	Policy Development/Analysis	
03	Details - IN (into division)		08	Allowances		13	Supervision		17	Technical Support	
04	Total (01 thru 03)		09	Reserved		14	Administrative Activities		18	Systems Development	
05	Paid leave		10	TOTAL PRODUCTIVE HOURS (04 minus 05 thru 08)		15	TOTAL (11 thru 14)		19	TOTAL (16 thru 18)	

SECTION III - OPERATIONAL

CODE	DESCRIPTION	HOURS	UNITS	WIP	DESCRIPTION	HOURS	UNITS	WIP	DESCRIPTION	HOURS	UNITS	WIP
NOTE: TOTALS for Item Entry Control and Item Maintenance must be recorded under the proper Code: C - Civilian Requests Processed D - DoD Requests Processed												
ITEM ENTRY CONTROL												
20	LNR, LNM, LNC LBR, LBW, LBC				29	LMD with Segment V			38	New Items		
21	LNC, LBC (A239 only)				30	LMD without Segment V			39	Item Maintenance		
22	LNK, LBK				31	LCH Data base discipline			40	Review/Analysis		
23	Match by Part No.				32	LK (Cancellation)			41	TOTAL (38 thru 40)		
24	Alternate Referral				33	LAU, LCD, LDD LAR, LCR, LDR, LCC			ITEM REDUCTION STUDIES			
25	Return w/o Action				34	LAO, LCD, LDD			42	GSA Study Development		
26	Supply Support Review				35	LCS, LCZ, LAS, LDS (Standardization)			43	DoD study reviews		
27C	Total (20 thru 26) (Civilian only)				36C	Total (29 thru 35) (Civilian only)			44	Study development - No Potential		
27D	Total (20 thru 26) (DoD Only)				36D	Total (29 thru 35) (DoD only)			45	Item-by-Item Review		
28	TOTAL (27C and 27D)				37	TOTAL (36C and 36D)			46	TOTAL (2 thru 45)		

SECTION III - Continue on Reverse

SECTION III - OPERATIONAL (CONTINUED)

CODE	DESCRIPTION	HOURS	UNITS	WIP	CODE	DESCRIPTION	HOURS	UNITS	WIP	CODE	DESCRIPTION	HOURS	UNITS	WIP	
CATALOGING TOOLS															
GSA SUPPLY CATALOG															
47	FIG Development				56	New Descriptions				65N	Writer Errors				
48	FIG Revision and Reviews				57	Revised Descriptions				65M					
49	AIN and UAIN Development and Review				58	Publications Development				66N					
50	Technical Contract Support Document Review				59	TOTAL (56 thru 58)				66M	Data Entry Errors				
51	FSC Determinations				CLERICAL										
52	TOTAL (47 thru 51)				60	Data Entry (records)				67M	System Errors				
TECHNICAL DATA SUPPORT															
53	Special Research				61	Cycle Processing (records)				68N	Supply Management Errors				
54	Engineering Drawing				62	Miscellaneous (filing, typing, etc)				68M					
55	TOTAL (53 thru 54)				63	Remote Terminal				69N					
											64	TOTAL (60 thru 63)			
											69M	TOTALS			

REMARKS (This block may be used to keep daily production record.)

REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM
1. REPORT NUMBER	2. GOVT ACCESSION NO. A134 237	3. RECIPIENT'S CATALOG NUMBER
4. TITLE (and Subtitle) A Framework to Evaluate Changes to the Federal Catalog System		5. TYPE OF REPORT & PERIOD COVERED
7. AUTHOR(s) Marilyn T. Welles Dennis J. O'Connor		6. PERFORMING ORG. REPORT NUMBER LMI TASK DL202
9. PERFORMING ORGANIZATION NAME AND ADDRESS Logistics Management Institute 4701 Sangamore Road, P. O. Box 9489 Washington, D.C. 20016		8. CONTRACT OR GRANT NUMBER(s) MDA903-81-C-0166
11. CONTROLLING OFFICE NAME AND ADDRESS Defense Logistics Agency Cameron Station Alexandria, Virginia 22314		10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS
14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office)		12. REPORT DATE April 1983
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17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)		
18. SUPPLEMENTARY NOTES		
19. KEY WORDS (Continue on reverse side if necessary and identify by block number) Federal Catalog System, Defense Logistics Supply Center		
20. ABSTRACT (Continue on reverse side if necessary and identify by block number) The Defense Logistics Agency (DLA) has an ongoing need to choose among proposed changes to the Federal Catalog System (FCS). A prototype framework for evaluating changes by assigning labor, material and overhead costs to the FCS processes is described. A methodology for integrating central administrative costs and "first-level" user costs estimate is presented.		

END

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