VOLUME VI MPCASS USERS MANUAL

PART 1 DSE PARTS DATA

CHAPTER 1 PARTS MANAGEMENT INFORMATION

SECTION 1 GENERAL

1.1 PURPOSE OF THE USERS MANUAL

The information in this manual is categorized by functions of the DSE Parts Data (Windows-Based MPCASS) processes. During training sessions you will use this guide and become more familiar with its contents. Use the Table of Contents, Glossary, and Index to their fullest extent to direct you to the area of the MPCASS function, element, or screen that is of interest. A small portion of this manual addresses an overview of system processing and working with your Personal Computer (PC). Additional training should be obtained from your local agency training facilities (ex: DCPSO for Microsoft Windows™ training).

1.2 PROJECT REFERENCES

a. DoD 4120.19, DoD Parts Control Program.

b. MIL-STD-HK-965, Parts Control Program (PCP).

c. Memorandums, Secretary Weinberger, 29 Aug 83, subject: Spare Parts Acquisition, and Taft, 12 Dec 84, subject: DoD Parts Control Program.

d. Management Requirements Document, 17 November 1987, subject: Mechanized Parts Control Automated Support System (MPCASS).

e. System Change Request, USR0H6-026P1, DSE Parts Data.

f. DLAM 4745.47, Volume VI, Part 1, DSE Item Data Users Manual.

1.3 TERMS AND ABBREVIATIONS

The following are a few terms and abbreviations which should become familiar to you while working with the computers or designated terminals. Additional MPCASS terms and abbreviations are listed in the Glossary in Section ** of this manual. A complete list of abbreviations is located in DLAM 4745.43, Volume **, Appendix G. Help screens are available online while preparing contract code assignment inputs. The data element dictionary will list the complete definitions for the terms used in MPCASS.

CDMF	Contract Data Master File
CPU	Central Processing Unit
dB	Data Base
DBA	Data Base Administrator
DLA	Defense Logistics Agency
DoD	Department of Defense
DSC	Defense Supply Center
EIC	Engineering Item Code
FTP	File Transfer Protocol
LAN	Local Area Network
MB	Megabyte
MHz	MegaHertz
MPCASS	Modernized Parts Control Automated Support System
NT	New Technology
PCMF	Parts Control Master File
PDXF	Part Document Cross Reference File
RAM	Random Access Method
SAMMS	Standard automated Materiel Management Support System
SQL	Structured Query Language
TCP/IP	Transmission Control Protocol/Internet Protocol

1.4 SECURITY

a. An individual logon and password is required to access the MPCASS data base on the mid-tier. The program will set up a registry on the New Technology with logons/passwords. The access and visibility of functionality for specific logons/passwords is documented in the data base tables user_ref and user_func. Passwords are encrypted when viewed through the Adhoc menu selection.

b. Access to the data base using Adhoc portion of the program will be made available to all users of the parts data (read-only). Some specific capabilities (example: unlock an evaluation) is made available to individuals with SU user function.

c. Full access of explorer and the Decision Support Environment portion is available to all MPCASS users through the one logon/password window.

d. No access is permitted for outside external MPCASS users (contractors, subcontractors, military activities, etc.) to the mid-tier or PC portion of DSE Parts Data (Windows based MPCASS).

SECTION 2 SYSTEM SUMMARY

2.1 SYSTEM OVERVIEW

a. MPCASS provides online access for MPCAGs, contractors, subcontractors, vendors, and the appropriate military acquisition offices to submit military equipment/weapon system part/document evaluations in accordance with the DoD Parts Control Program. This online access on the mainframe provides input and query capabilities and includes tutorial viewing. The mid-tier and PC access to the DSC's Military Parts Control Advisory Group (MPCAG) is provided to evaluate the submittals for review and adhoc query of the contract data. It also provides for maintenance and upgrading of various mainframe files that contain information about the parts and documents reviewed.

b. The mid-tier and PC portions of MPCASS are developed in an ORACLE data base with programs written in Visual Basic language.

2.2 SYSTEM OPERATION

a. The data resides on a mid-tier (UNIX) box. ORACLE SQLNET is used to communicate from the PC to the New Technology (NT) Box. Data will be downloaded from the mainframe and uploaded to the mainframe using File Transfer Protocol (FTP).

b. There are multidaily downloads and uploads as established at each individual site.

2.3 HARDWARE/SOFTWARE REQUIREMENTS

a. This application will require the following hardware for the user:

(1) Pentium Processor, 75 MHz or faster, 32 Mb RAM, 20 MB disk space.

(2) Monitor should be 17" or larger.

(3) DeskTop Scanner should be TWAIN compliant for TIFF images, MS faxes and .bmp files.

b. This application will require the following hardware for the using ICP:

(1) HP (UNIX Box)

(2) Windows NT Box

c. The user PC should be loaded with the following software:

(1) Windows 95/NT or higher

(2) MS Exchange and/or MS Outlook

(3) Netscape or Internet Explorer connectivity

2.4 GENERAL DESCRIPTION OF INPUTS, PROCESSING, AND OUTPUTS

a. Inputs on the mid-tier consist mostly of downloaded evaluations that require a technical review. Additional information is downloaded for action or cursory review (file transfer requests, notifications and other management review type information).

b. The workload that requires completion is processed to the main-frame. Many notifications are deleted automatically without action. Error notifications that require corrections are reuploaded to the mainframe after completion.

c. The outputs may consist of printed screens, adhoc interrogation queries/results, and/or download/upload results.

2.4.1 LOGIN PROCEDURE

To log into the DSE Parts Data application, follow the steps below:

a. Click the DSE ICON to display the Parts Data Login window below:

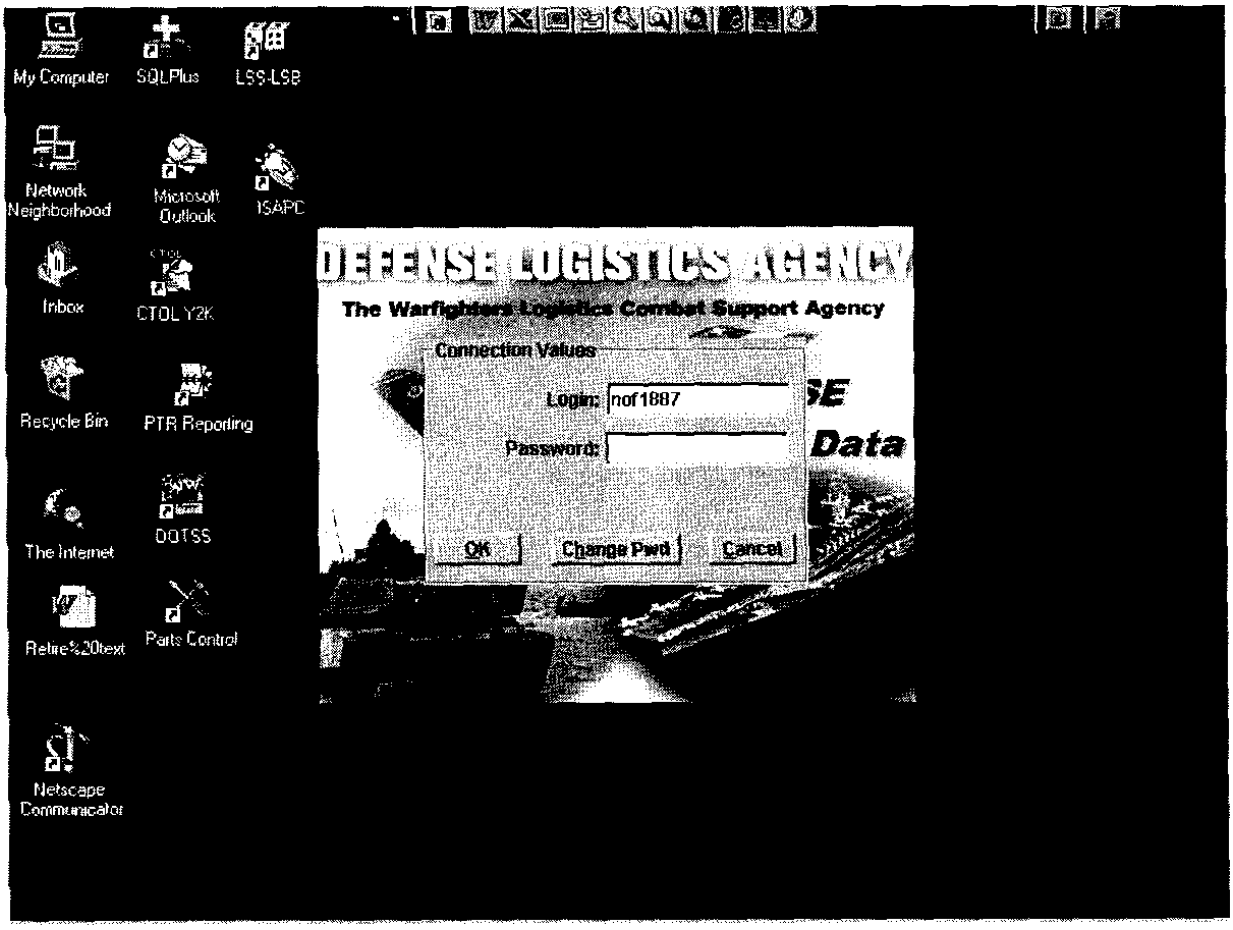

Figure-2.4.1 - PARTS MANAGEMENT LOGIN WINDOW

b. Enter your Login. At some sites, your Login will already be present.

c. Depress TAB or ENTER to move the cursor to the Password Data Box (or, use your mouse to position the arrow in the Password Data Box and click the left mouse).

d. Enter your password. Criteria for entering a password:

(1) Must start with alpha character.

(2) No embedded special characters, ex: /?<>,.!~`@#$%^&*()_+=-.

(3) Can have a numeric embedded in the password, ex: just4fun.

(4) Password can be up to 10 characters.

e. Depress ENTER or click the OK button to complete the login process

or

depress CANCEL to exit the login process.

f. The first time you login, you will have to enter your login a second time and this will establish your account. For subsequent logins, you will only enter it once.

2.4.2 UNSUCCESSFUL LOGIN

a. If your password or login was incorrect, you will get an invalid logon/password message.

b. To reattempt the login to the system:

(1) Click OK or depress ENTER to clear the unsuccessful login message.

(2) Reenter your login and password. Click OK to depress ENTER.

(3) If still unsuccessful, contact your DBA or your local help desk.

SECTION 3 WINDOWS ENVIRONMENT

3.1 COMMON FEATURES

The windows developed for the DSE Parts Data (DSE) application have certain characteristics that make them LOOK AND FEEL the same. This chapter introduces you to some of the features that you will see and use repeatedly. Consult your Microsoft Windows Guide for further instructions on any features described below.

3.1.1 MENU BAR

The menu bar (Figure 3.1.1) located beneath the Title bar at the top of the DSE windows, contains the available menu bar from which you can choose commands. Although the location of the menu bar remains the same, the items contained in the menu bar vary, depending on which DSE window is open. Selecting a menu bar item with the mouse arrow and one click will display a drop-down menu. The ALT key, along with one of the underscored letters on the menu bar, activates the drop-down menu.

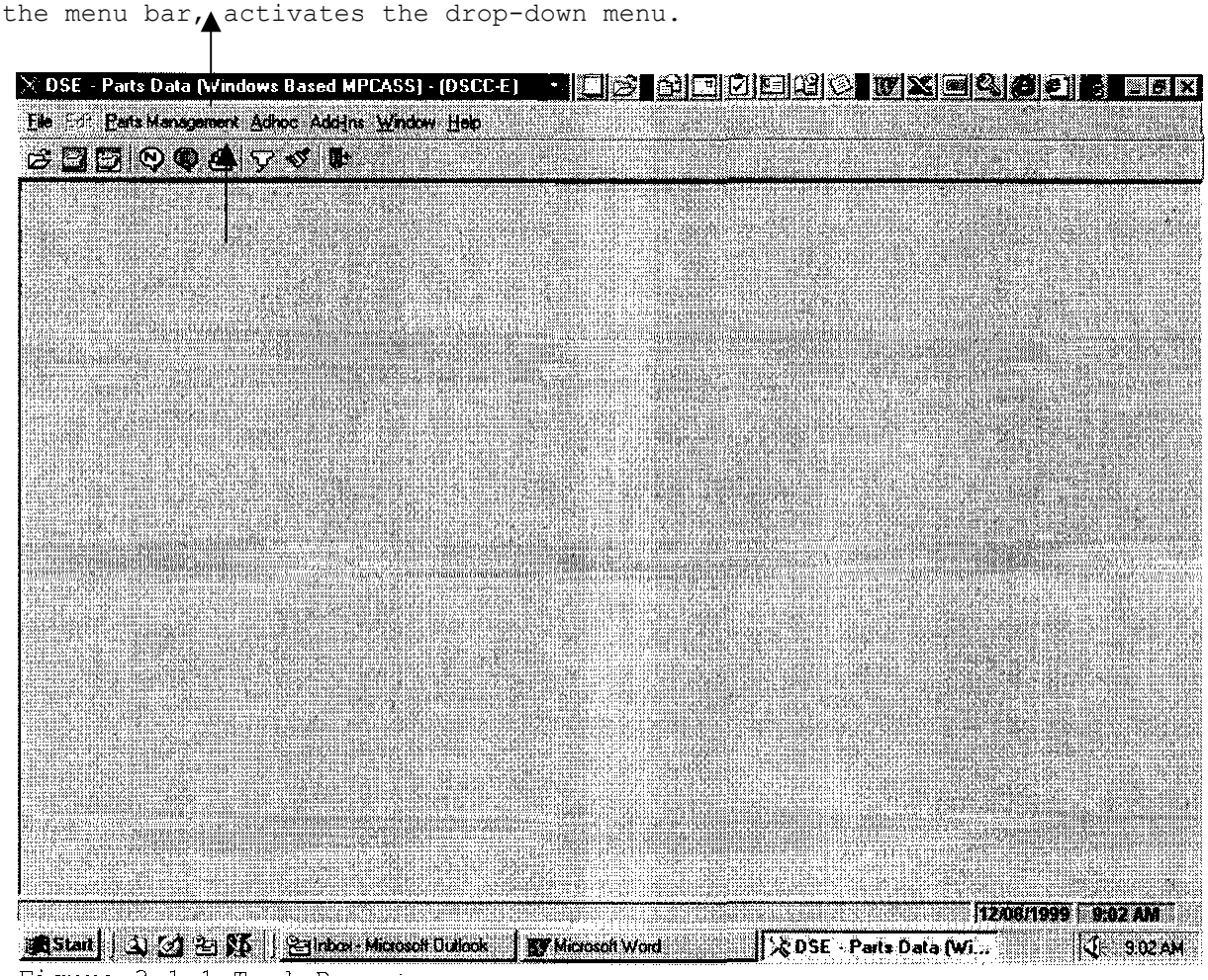

Figure 3.1.1 - TOOLBAR

3.1.2 TOGGLE

Since the DSE application is a Windows application, you can switch between open windows or applications by holding down ALT and depressing TAB.

3.1.3 SCROLL BARS

Some windows and dialog boxes (pop-up windows) have scroll bars you can use to view information that does not fit inside the window. You can scroll up and down, using the scroll bar on the right hand side of the window. To scroll side to side, use the scroll bar at the bottom of the window.

3.1.4 STATUS BAR

The status bar located at the bottom of an active window displays information about a selection. The status bar provides information about data being displayed such as the part number, the control number, the current date, the current time, and the date and time that a Parts Management screen was retrieved. For example, the status bar for the Parts Management Window in Figure 3.1.1 indicates the date, 12/08/1999 and time 9:02 AM. The date and time are displayed in the bottom, right corner of the status bar. In addition, the status bar displays messages about what the system is doing. For example, when you request information for Contract Data Master File information, the system displays the following status message: RETRIEVING CONTRACT DATA …PLEASE WAIT.

3.1.5 BUTTONS (DOTTED LINE)

If a button on a window has a dotted line around it, depress ENTER to accept that selection. This feature also allows you to move forward and backward between buttons. To move forward to another button, use TAB. To move backward, depress SHIFT along with TAB. Another way to select a button is to click on it using the mouse.

3.2 DATA FIELDS

The subsections below discuss automatically populated data, required data, data validation, and data editing.

3.2.1 AUTOMATICALLY POPULATED

a. Most data fields are automatically populated. This means that DSE automatically places specific information in the fields. This is information pulled in from the data base. Additionally, the system supplies the current date.

b. Most automatically populated fields are protected; that is, you cannot change the information displayed in them.

3.2.2 REQUIRED

a. Some data fields on a given window may be mandatory; that is, you must enter the requested information before you can save and exit. These are said to be required data elements. In some cases, you cannot even move to another data field until you enter the requested information. If you move off a required data field or try to exit without first entering the information, a pop-up window like the one shown in Figure 3.2.2 appears. To clear the pop-up window, click OK or depress ENTER.

b. To continue, add the missing information or exit the window without saving.

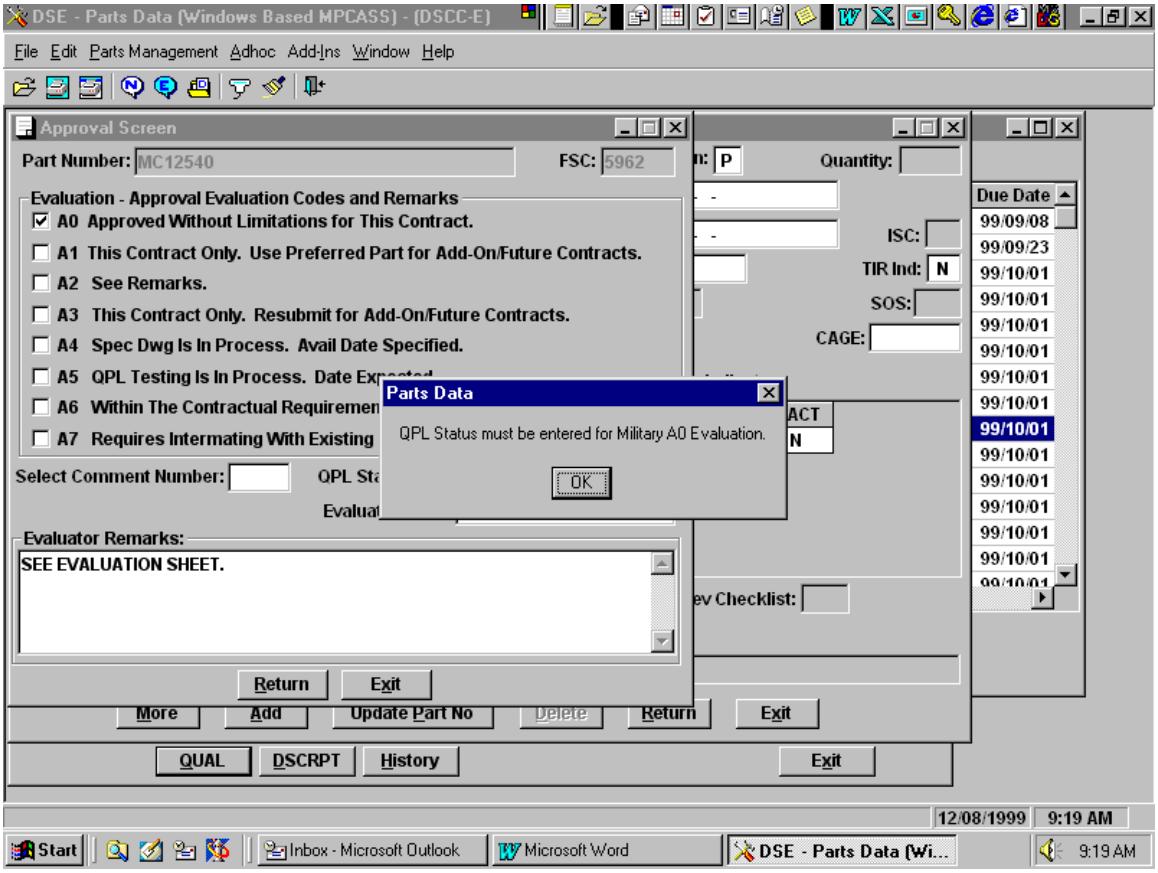

Figure 3.2.2 - REQUIRED FIELD POP-UP WINDOW

3.2.3 VALIDATED

When some data are entered, it is validated for format and content. If the data entered are incorrect, a message appears similar to the message shown in Figure 3.2.3. Click OK to clear the error message and reenter the data.

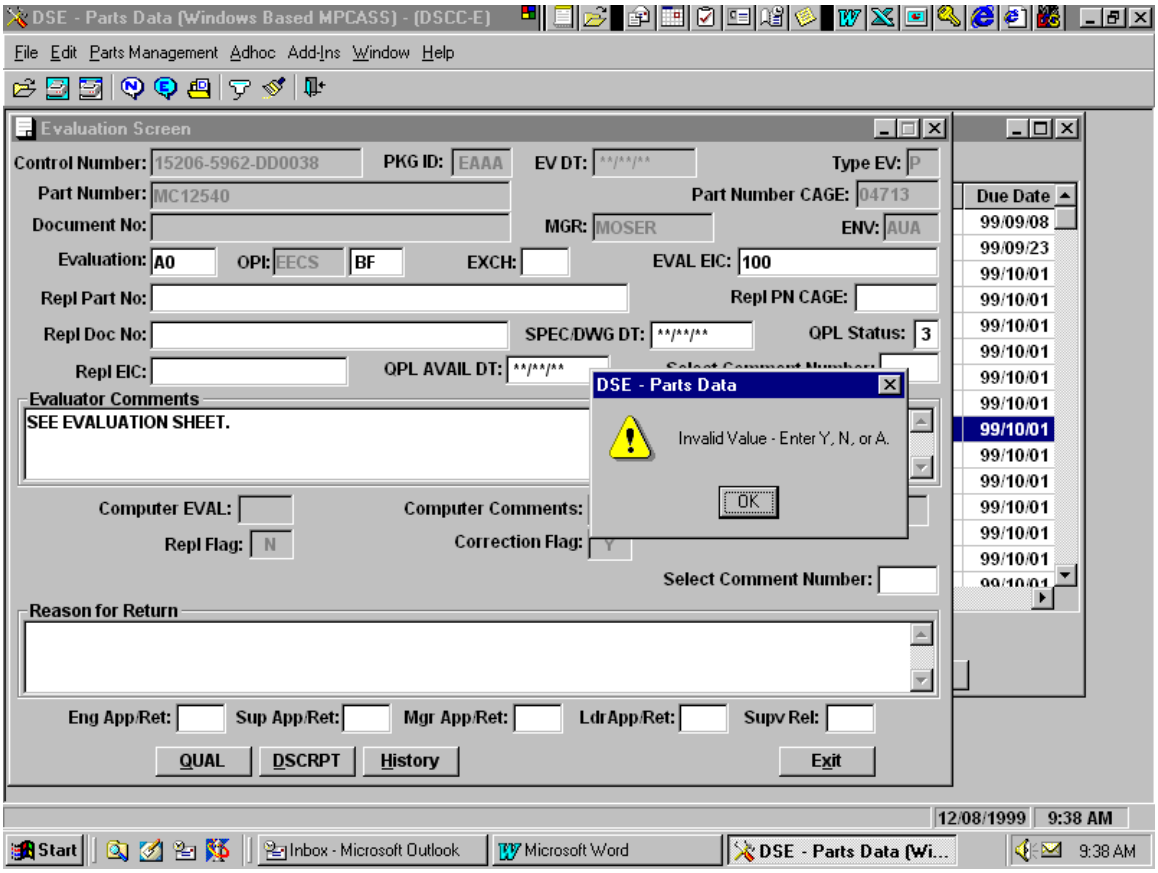

Figure 3.2.3 - VALIDATION ERROR MESSAGE

3.2.4 EDITING

The following explains how to edit the most common types of data elements.

TYPE	PROCEDURE
Scrolling Text Box	Position the cursor where you want to edit, and make your changes as you would with a Word for Windows (Word)™ document.
Non-scrolling Text Box	Select the box you want to edit. The information is highlighted. If you start to type over highlighted text, the highlighted information is automatically deleted and replaced with what you entered. If you do not want to delete all of the highlighted text, click on the highlighted text to remove the highlight and position the cursor in the box, and edit the information as needed.

TYPE	PROCEDURE
Check Boxes	To ✓ a check box, click on it. A check (✓) appears in the box. To UNCHECK a checked box, click on it. The check (✓) disappears.
Cut	To remove text from a document.
Radio Buttons	Similar to check box. Click on the radio button and the middle fills in. To unselect, click on it again and the filled in portion disappears.
Select All	To highlight the entire contents of a document from top to bottom.
Paste	To place information one document to another.

NOTE: In Windows 95™, you can copy information from one data box by right-clicking any highlighted information and selecting COPY from the menu which appears. You can PASTE the copied information by right-clicking in a data box and selecting Past. In Windows 95™, you can use the keyboard method of depressing CTRL + C to copy highlighted or selected text and depressing CTRL + V to paste the copied text.

3.3 NAVIGATING

The subsections below contain information about keystrokes and fast keys that are shortcuts for navigating the Parts Data application.

3.3.1 BETWEEN DATA ELEMENTS

If you are entering a new record, you can enter the information in a specific order. This order, called a tab order, was established when the application was developed. A tab order means that when the cursor is in one data box, and you depress TAB or ENTER, the cursor moves to the next data field in the tab order list. (This tab order is based on a LOGICAL order for entering the information.) If you need to go backwards, depress SHIFT and TAB at the same time. A second way of moving the cursor is to use your mouse to position the pointer in the field you want, and then click the left mouse button. Although you may use the tabbing method most often, you may find times when it is quicker to use the mouse.

KEY STROKE	PROCEDURES
Tab	Moves the cursor through all entries.
Shift-Tab	Reverses the Tab.
Alt-Tab	Allows you to swap from one open window application to another.

KEY STROKE	PROCEDURES
Page Up	Allows you to display information above the information that is currently visible on the window.
Page Down	Allows you to display information below the information that is currently visible on the window.
Arrow Keys	Allows you to move the cursor up, down, back and forth throughout the window.
Ctrl-End	Allows you to move the cursor to the end of the entire window.
Ctrl-Home	Allows you to move the cursor to the beginning of the entire window.
Home	Positions the cursor at the beginning of the line of text.
End	Positions the cursor at the end of the line of text.

3.3.2 USING FAST KEYS (HOT KEYS)

To minimize the use of the mouse, DSE allows you to use several fast keys (hot keys). These special key strokes provide short cuts to various functions. The special keystrokes are associated with underscores of a particular letter in a word on the drop-down menu options (e.g., Close). Once the menu is activated, type the underscored letter of a menu option to select that option. To select a drop-down menu, depress ALT and the underscored letter in the menu bar name. For example, to activate the File menu bar option, depress ALT and the letter F at the same time.

SECTION 4 PARTS MANAGEMENT MAIN MENU PROCESSES

4.1 General Information

The Parts Management Main Menu Processes will be detailed in the order that the menu selections are displayed in the application.

4.2 LOGIN/PASSWORD

Detailed information about login and password is located in paragraphs 2.8.1 and 2.8.2.

4.3 CONTRACT CODE ASSIGNMENT

a. MIL-STD-965 requires, through data items DI-MISC-80071 and DI-MISC-80072, that the Prime Contractor obtain a five digit contract code in order to process Parts Control submittals.

b. The Electronics MPCAG Manager (MA), MPCAG Leader (LE), and MPCAG Supervisor (SM) have authorization to input data to get a contract code assigned. MPCAG Leader (LE) and MPCAG Supervisor (SM) have the authorization to assign a code. If, after a contract code is assigned, a change is required, the SM can make additions or changes to any contract record. The MA and LE can make changes to contract records for which they have responsibility. The designated SU may make changes to any contract record. Record can be interrogated or updated by selecting menu option Contract Data Interrogation and Update from the Parts Management drop-down menu.

c. On the DSE – Parts Data (Windows Based MPCASS) window, click on CONTRACT CODE ASSIGNMENT. If the user is authorized to input contract data, i.e., MA, LE, SM, or SU, the first window will be displayed to enter the contract number (see Figures 4.3a and 4.3a1).

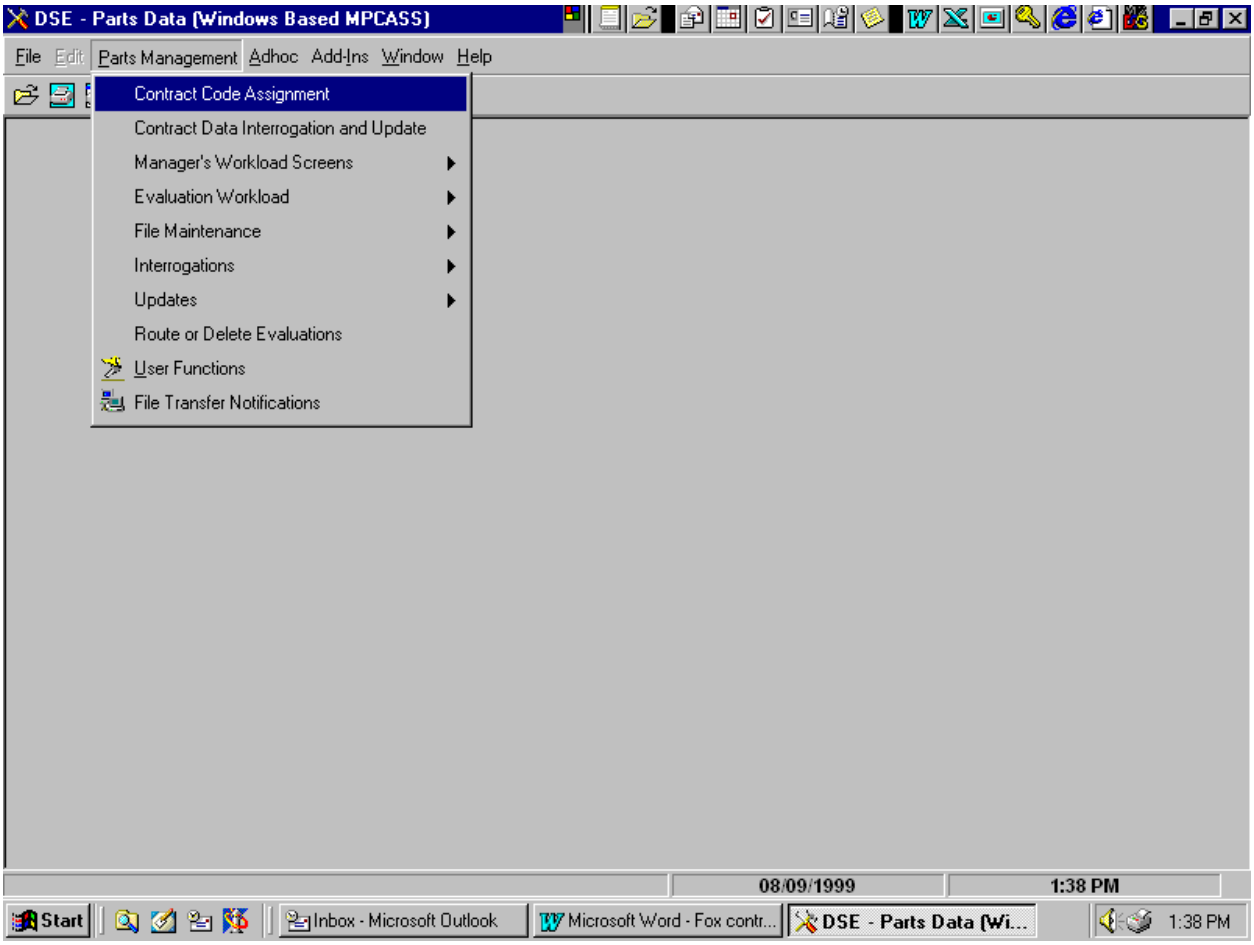

Figure 4.3a - MAIN MENU DROP-DOWN SELECTIONS

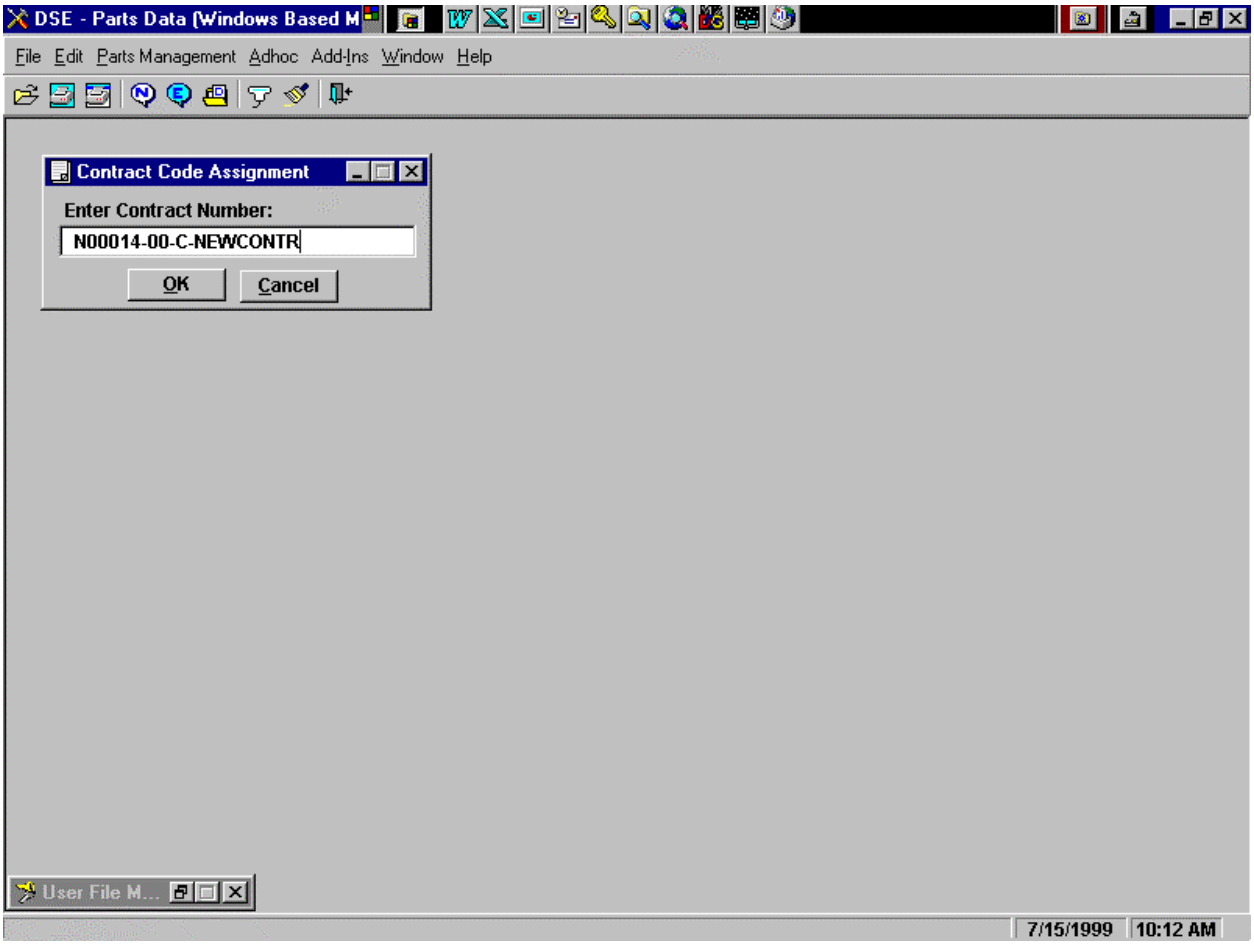

Figure 4.3a1 – CONTRACT CODE ASSIGNMENT

d. Input a Contract Number, up to 20 positions, including dashes. Click OK or ENTER.

e. Once OK or ENTER is input, the dB is searched for the Contract Number input. If the record is not in the data base, the message NO CONTRACT EXISTS FOR CONTRACT NUMBER XXXXXXXXXXXXX. DO YOU WISH TO ADD IT TO THE DSE-PARTS DATA BASE? YES AND NO SELECTIONS will be displayed.

f. If the question is answered with a YES the first Contract Data Screen (CDS) is displayed. Move the cursor through the Mandatory data elements on CDS-1. Buttons are provided for moving to additional CDSs. Clicking on CDS-2 or CDS-3 will provide access to other CDS screens. When completed, the ASSIGN button should be clicked to bring up that screen that will allow for the processing of the Contract Code Assignment.

g. The following Contract Data Screens (CDS) will allow for inputting of data pertaining to a contract record. See Figures 4.3b through 4.3j.

SCREEN	DEFINITION
CDS-1	Mandatory data for Contract Code Assignment. All data elements on this screen (except for number of systems) are required to be entered prior to assigning a contract code. The only exception to this is if the contract is indicated as SPECIAL. If it is a special contract, mandatory data is not required.
CDS-2	Contains the secondary mandatory data elements that are not mandatory for contract code assignment but must be entered prior to performing any parts evaluation.
CDS-3	Additional data elements pertaining to a contract.
CDS-4 (radio button on CDS-3)	Additional Part Level Requirements. There are prompts soliciting answers to the additional part level requirements.
CDS-5 (radio button on CDS-3)	Contract Requirements. Allows user to enter general Contract Requirements and Contract Data Requirements. A selection of OTHER allows for the user to enter additional data will bring up the Additional Part Level Requirements screen.
CDS-6 (radio button on CDS-3)	Contractor Requested Data. A screen to place contractor requested data. A notification will be placed under Managers Workload menu selection. This record will remain there until a Manager deletes the information.
CDS-7 (radio button on CDS-3)	MPCAG Requested Data. Information requested by the MPCAG from the contractor. Once the expected date is past due, a notification is written to the contract managers mailbox.
CDS-8 (radio button on CDS-3)	Subcontractors. Windows used to add sub-contractors to a contract. Each contract can have up to 100 subcontractors.
Secondary Contracts:	This window allows entry of up to 10 secondary contracts to be input against a primary contract.
Contract Code Assignment:	This is the window where the actual contract code assignment takes place.
ButtonExplanations:	CDS-1 – If this window is open but not active, clicking on this button will bring it to the forefront. If not open, the system will open this screen.

SCREEN	DEFINITION
	CDS-2 - If this window is open but not active, clicking on this button will bring it to the forefront. If not open, the system will open this screen.
	CDS-3 - If this window is open but not active, clicking on this button will bring it to the forefront. If not open, the system will open this screen.
	RETURN – Clicking this button will save changes and close the current active screen and return to the previous screen. If this screen is the only one open, then the system would close this menu selection.
	UPDATE – This button updates the data base with changes if any changes were made on the active screen. The current screen will remain active.
	ASSIGN – This button will open and display the Contract Assignment Screen. If already open but not active, the system will bring it to the forefront.
	EXIT – This button will close all CDS Screens after saving data. The user will be prompted for saving data if the UPDATE button was not used.

NOTE 1: Tool Tips – If you place the arrow cursor near a action button, some input fields or data field names, and leave it there for a second, an explanation of the button will be displayed. These displays are called Tool Tips.

NOTE 2: HELP Index and Glossary – HELP Screens are provided for the Contract Data Screens. When on any field, simply depress F1 for help. If interrogating contract data, click on the HELP drop-down menu for information.

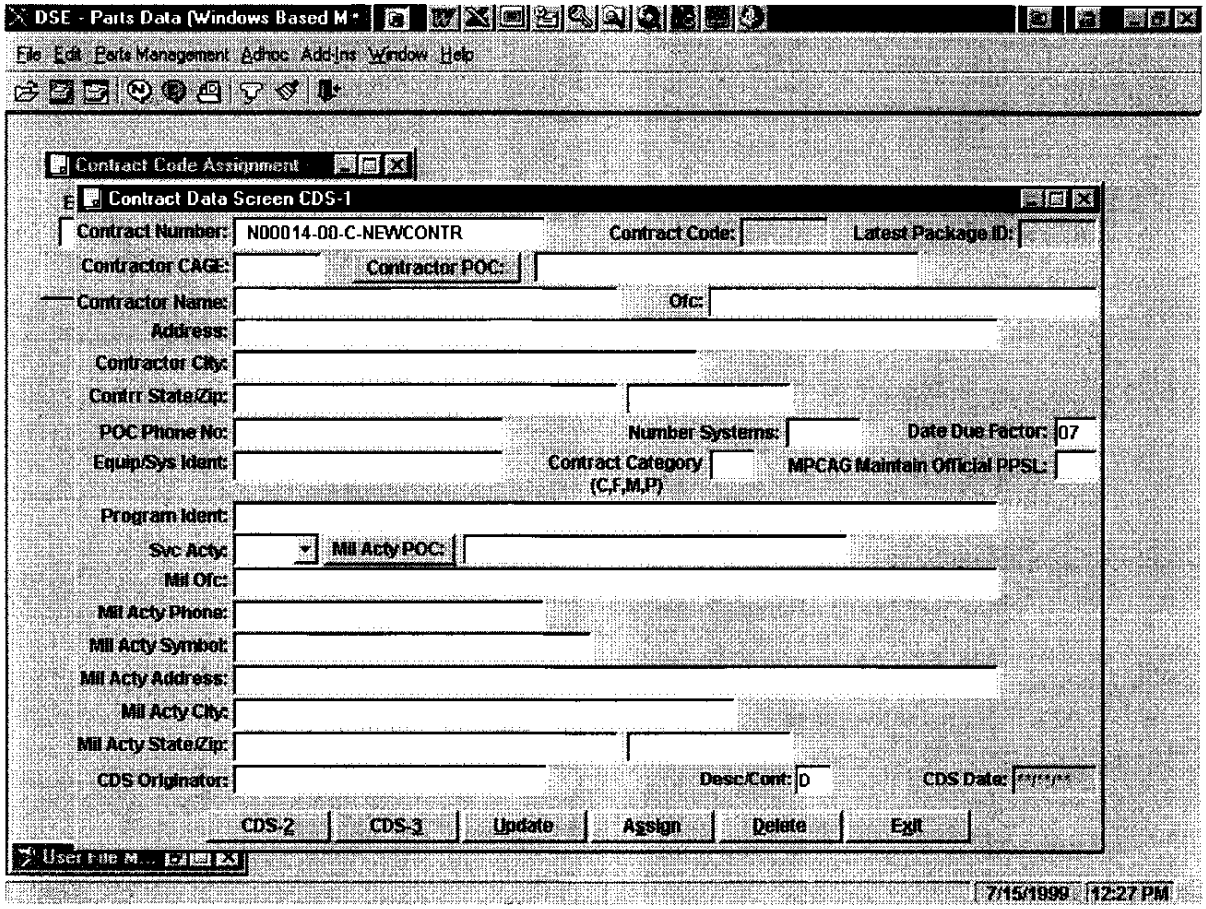

Figure 4.3b - CDS-1- See paragraph 4.3.1 below.

h. All mandatory data elements are located on CDS-1 and CDS-2. Mandatory elements are not required for contract code assignment if the Contract entered is designated as Special on the ASSIGN screen.

Mandatory data fields are listed in subparagraphs 4.3.1 and 4.3.2 below.

i. A selection of EXIT will allow the user to exit without taking any action. Changes made will be saved without a prompt.

j. All dates will appear in the yy/mm/dd (year,year/month, month/day,day) format. Any date that will be entered by the user will have / / (the dashes) system generated.

k. Once a user has started entering data on the Contract Data Screens, they can exit at any time and the information will be saved.

l. A user may enter data in either upper or lower case format. The data will be converted to upper case for editing purposes, reports, and for uploading to the MAINFRAME.

m. Prior to contract code assignment, a Contract Data Master File (CDMF) record can be deleted; a CDMF record can never be deleted after a contract code has been assigned. During the process of entering data, if the user changes his mind, the record can be deleted using the DELETE option. If the DELETE option is selected, the question DO YOU WANT TO DELETE THIS CONTRACT, Y OR N is displayed. To update a record after a contract code has been assigned, make changes and then click on UPDATE. This is a safeguard to prevent accidentally changing a field. The Contract Code Assignment window requires hitting update prior to entering data. This is to ensure that a user actually desires to assign a contract code, as once the code has been assigned, the record becomes permanent.

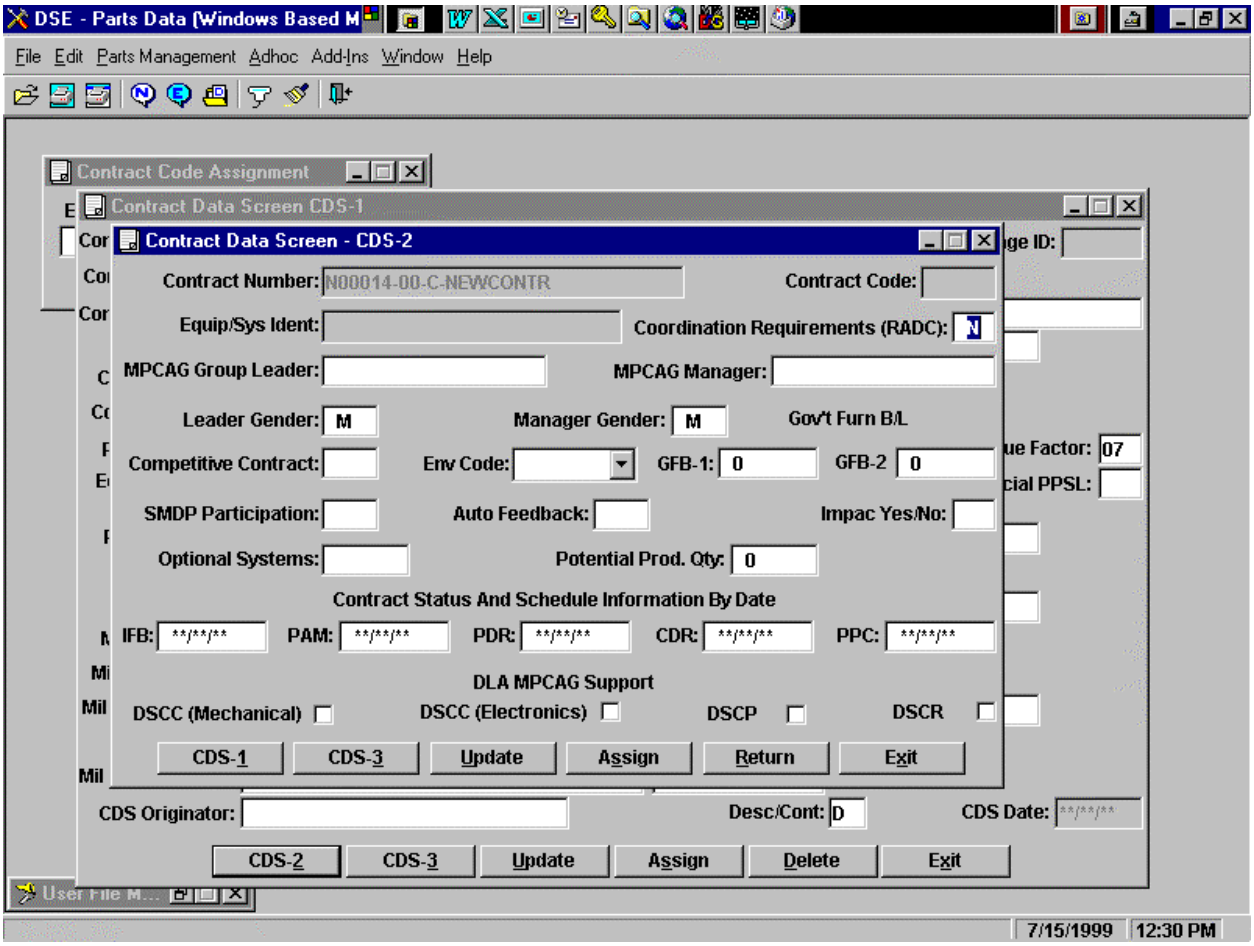

Figure 4.3c

n. CDS-2 is in the forefront and CDS-1 in inactive but open. To bring CDS-1 to the forefront, the user has four options:

(1) Click on the header of the CDS-1 screen if visible. You may click and by keeping the mouse click depressed, move the first screen up or down so that the CDS-1 screen is visible but not active. Then click on the header, this will enable that screen.

(2) Click on CDS-1 button at the bottom of the CDS-2.

(3) Depress number 1, HOT.

(4) Depress W for Window drop-down, then select with mouse cursor CDS-1. Those options will keep CDS-2 available on the screen, but behind the rest of the screens. If you click on RETURN, CDS-2 will close and bring the last screen displayed that is open but inactive to the forefront.

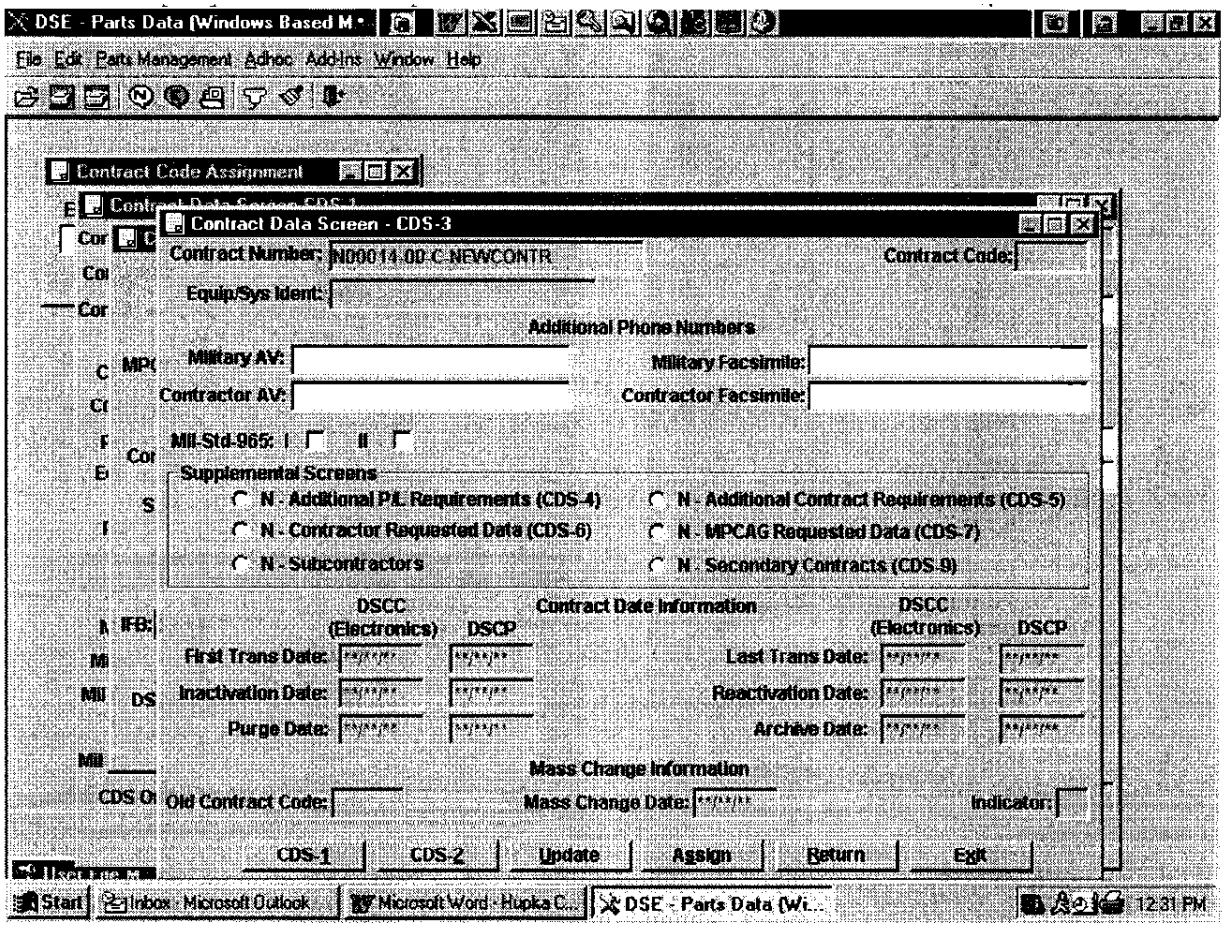

Figure 4.3d

o. CDS-3 is active and in the forefront. CDS-1 and CDS-2 are inactive but open behind CDS-3 screen. Other options are the same as identified under Figure 4.3b.

If, after a contract code is assigned, a change is required, the LE (leader), SM (Supervisor), or SU (Functional System Administrator) may make additions or changes to any contract record. Any field can be changed by authorized users except for the Contract Code and the Latest Package ID. The MA (Manager) may make changes to contract records if they have responsibility for that contract. The system checks the name in the contract record (CDS-2) against the user file name. If

changes are made, the CDS Change Date field is updated and a notification is sent to the other MPCAGs. Updates to the CDMF can be accomplished under Parts Management drop-down menu option Contract Data Interrogation and Update.

p. Certain data elements can be changed by Defense Supply Center Philadelphia (DSCP) users with function codes LE, MA, and SU after contract code assignment. Select Contract Data Interrogation and Update. The data elements that can be changed by DSCP are:

Contractor POC	CDS-1	
Contractor Ofc	CDS-1	
Contractor Street	CDS-1	
Contractor City	CDS-1	
Contractor State	CDS-1	
Contractor Zip	CDS-1	
Contractor Phone	CDS-1	
Mil Acty POC	CDS-1	
Mil Ofc	CDS-1	
Mil Acty Phone	CDS-1	
Mil Acty City	CDS-1	
Mil Acty State	CDS-1	
Mil Acty Zip	CDS-1	
Leader	CDS-2	
Manager	CDS-2	
Leader Gender	CDS-2	
Manager Gender	CDS-2	
GFB-1&2	CDS-2	
Auto Feedback	CDS-2	
DLA MPCAG Support	CDS-2	
Mil AV	CDS-3	
Mil Facsimile	CDS-3	
Contractor AV	CDS-3	
Contractor Facsimile	CDS-3	
Addl Part Level Rqmt	CDS-4	Mechanical Components
Part Screen Reqmts	CDS-4	539 pos. text
Addl Contract Reqmts	CDS-5	Other 50 pos. text
MPCAG Requested Data	CDS-7	DSCP data
Subcontractors	Subc	Add subcontractors

q. Certain data elements can be changed by Defense Supply Center Richmond (DSCR) users with function codes LE, SM, MA, and SU (Functional System Administrator) after the contract code has been assigned. These data elements are:

Contractor POC	CDS-1
Contractor Ofc	CDS-1
Contractor Street	CDS-1
Contractor City	CDS-1
Contractor State	CDS-1
Contractor Zip	CDS-1
Contractor Phone	CDS-1
Mil Acty POC	CDS-1

Mil Ofc	CDS-1
Mil Acty Phone	CDS-1
Mil Acty city	CDS-1
Mil Acty State	CDS-1
Mil Acty Zip	CDS-1

r. Once a CDMF record has been started, it will appear as an option on the Managers Workload menu under the option Contracts Awaiting Code Assignment. After a Contract Code has been assigned, it will appear under the option Contracts Waiting for Review. If input by MA, the record is routed to LE (user chief) of the MA for assignment, then routed to SM (user chief) of the LE for review. If input by LE, then code is assigned and routed to SM (user chief) of the LE for review. Documentation included in Notifications and Managers Workload Screens.

4.3.1 MANDATORY DATA ELEMENTS (CDS-1)

a. This screen contains most of the mandatory data elements for a contract code assignment. Upon completion of entering the mandatory data elements on this screen, and input of MPCAG Group Leader on CDS-2, the authorized user (LE or SM) can go directly to ASSIGN; or go to any one of the other CDS screens to enter additional data elements, if desired. The system will not allow a contract code assignment until all mandatory data elements are entered.

b. The following data elements are on CDS-1. All are mandatory except for Number Systems.

Contract Number	20 pos.	a/n
Contract Code	5 pos.	system generated
Latest Package ID	4 pos.	system generated
Contractor CAGE	5 pos.	a/n
Contractor Point of Contact	25 pos.	a/n
Contractor Name	25 pos.	a/n
Contractor Office	25 pos.	a/n
Contractor Address		
Street	50 pos.	a/n
City	30 pos.	a/n
State	25 pos.	a/n
Zip	10 pos.	a/n
POC Phone No.	17 pos.	a/n
Number Systems(optional)	4 pos.	a/n
Date Due Factor	2 pos.	(system generated 7) but changeable
Equip/Systems Identification	17 pos.	a/n
Contract Category	1 pos.	(must = C, F, M, or P)
MPCAG Maintained Official PPSL	1 pos.	(Y or N)
Program Identification	50 pos.	a/n
Svc Acty	3 pos.	(validated against Svc Acty Table)
Mil Acty POC	25 pos.	a/n
Mil Ofc	25 pos.	a/n
Mil Acty Phone	17 pos	a/n
Mil Acty Symbol	25 pos.	a/n

MIL Acty Address		
Street	50 pos.	a/n
City	30 pos.	a/n
State	25 pos.	a/n
Zip	10 pos.	a/n
CDS Originator Name	20 pos.	a/n
DESC/CONT	1 pos.	(D system generated)
CDS DATE	8 pos.	(system generated; CDS origination date)

4.3.1.1 CONTRACTOR POC

Click on the CONTRACTOR POC button to get a list of all POCs associated with CAGE input. Click on the POC desired, then OK. Or, click on ADD to add a new POC. Click OK. Then add additional address information on the CDS-1 screen. If a change is needed for a listed POC, click on the POC, then Change the name, the rest of the address will remain and once OK is selected, the information will be displayed on the CDS-1 screen.

4.3.1.2 MILITARY ACTIVITY POC

Click on the MILITARY POC button to get a list of all POCs associated with Service Activity input. The rest of the selections are the same as Contractor POC paragraph above.

4.3.2 SECONDARY MANDATORY DATA ELEMENTS (CDS-2)

a. These data elements are not required to be entered at the time of contract code assignment, with the exception of MPCAG Group Leader (indicated by #). There are data elements that are mandatory before an evaluation can be accomplished (indicated by an asterisk * beside the field name). Any contract record that has had the code assigned, but not all secondary mandatory data elements entered, will appear on the Managers Workload Menu, Basic Package Control Notifications, CDMF Records Requiring Mandatory Data Elements.

b. The following data elements are displayed on CDS-2.

Contract Number	20 pos.	(system generated from CDS-1)
Contract Code	5 pos.	(system generated)
Equip/Sys Identification	17 pos.	(system generated from CDS-1)
*Coordination Rqmts (RADC)	1 pos.	Y or N (Electronics Only)
#MPCAG Group Leader	12 pos.	a/n
Leader Gender	1 pos.	a/n (M or F)
MPCAG Manager	12 pos.	a/n
Manager Gender	1 pos.	a/n
*Competitive Contract	1 pos.	(C or N)
*Environmental Code	3 pos.	(validate against Env Cd Table)
Govt Furn B/L	5 pos.	Electronics; 5 pos. DSCP
*SMPD Participation	1 pos.	(Y or N)
*Auto Feedback	1 pos.	(R, C, F, or S)
*IMPAC Yes/No	1 pos.	(Y or N)
Optional Systems	4 pos.	a/n
Potential Prod. Qty	4 pos.	a/n

Contract Status and Schedule Information:	
IFB	8 pos. a/n
PAM	8 pos. a/n
PDR	8 pos. a/n
CDR	8 pos. a/n
PPC	8 pos. a/n
DLA MPCAG Support	4 pos. a/n (one for each MPCAG)
DSCC (Mechanical)	
DSCC (Electronics)	
DSCP	
DSCR	

4.3.3 ADDITIONAL DATA ELEMENTS (CDS-3)

a. This window allows the user to enter additional information about the contract.

b. Other windows available for data input are: Additional Part Level Requirements (CDS-4); Additional Contract Requirements (CDS-5); Contractor Requested Data (CSA-5), MPCAS Requested Data (CDS-6), Subcontractors and Secondary Contract Numbers (CDS-9). Clicking on the CDS-3 radio button will access each screen. The screen will be displayed. If the user enters data on any window, the selection field will be changed to a Y on CDS-3.

c. The following data elements appear on CDS-3 for the user to input data:

Contract Number	20 pos. (system generated from CDS-1)
Contract Code	5 pos. (system generated)
Equip/Sys Ident	17 pos. (system generated from CDS-1)
Additional Phone Numbers	
Military AV	17 pos. a/n
Military Facsimile	17 pos. a/n
Contractor AV	17 pos. a/n
Contractor Facsimile	17 pos. a/n
Mil-Std-965 I OR II	1 pos. check

Supplemental Screens (radio button selection)

Additional Part Level Requirements (CDS-4), see para. 4.3.4.
Additional Contract Requirements (CDS-5), see para. 4.3.5.
Contractor Requested Data (CDS-6), see para. 4.3.6.
MPCAG Requested Data (CDS-7), see para. 4.3.6.
Subcontractors
Selection here brings up the SUBCONTRACTORS window to add, or to view the subcontractors associated with the contract. There can be up to 100 subcontractors (see para. 4.3.7).
Secondary Contracts
Selection will bring up a window to add up to 10 Secondary Contracts to a Prime Contract (See para. 4.3.8).

d. The following Contract Date Information elements are displayed on CDS-3 for Interrogation purposes only. The user will not enter information in these fields:

Contract First Trans. Date	System Generated - DSCC Electronics & DSCP
Contract Last Trans. Date	System Generated - DSCC Electronics & DSCP
Contract Inactivation Date	System Generated - DSCC Electronics & DSCP
Contract Reactivation Date	System Generated - DSCC Electronics & DSCP
Contract Purge Date	System Generated - DSCC Electronics & DSCP

Contract Archive Date	System Generated - DSCC Electronics & DSCP
Mass Change Information	
Old Contract Code	5 pos. a/n (system generated)
Mass Change Date	8 pos. a/n (system generated)
Indicator	1 pos. a/n (system generated)

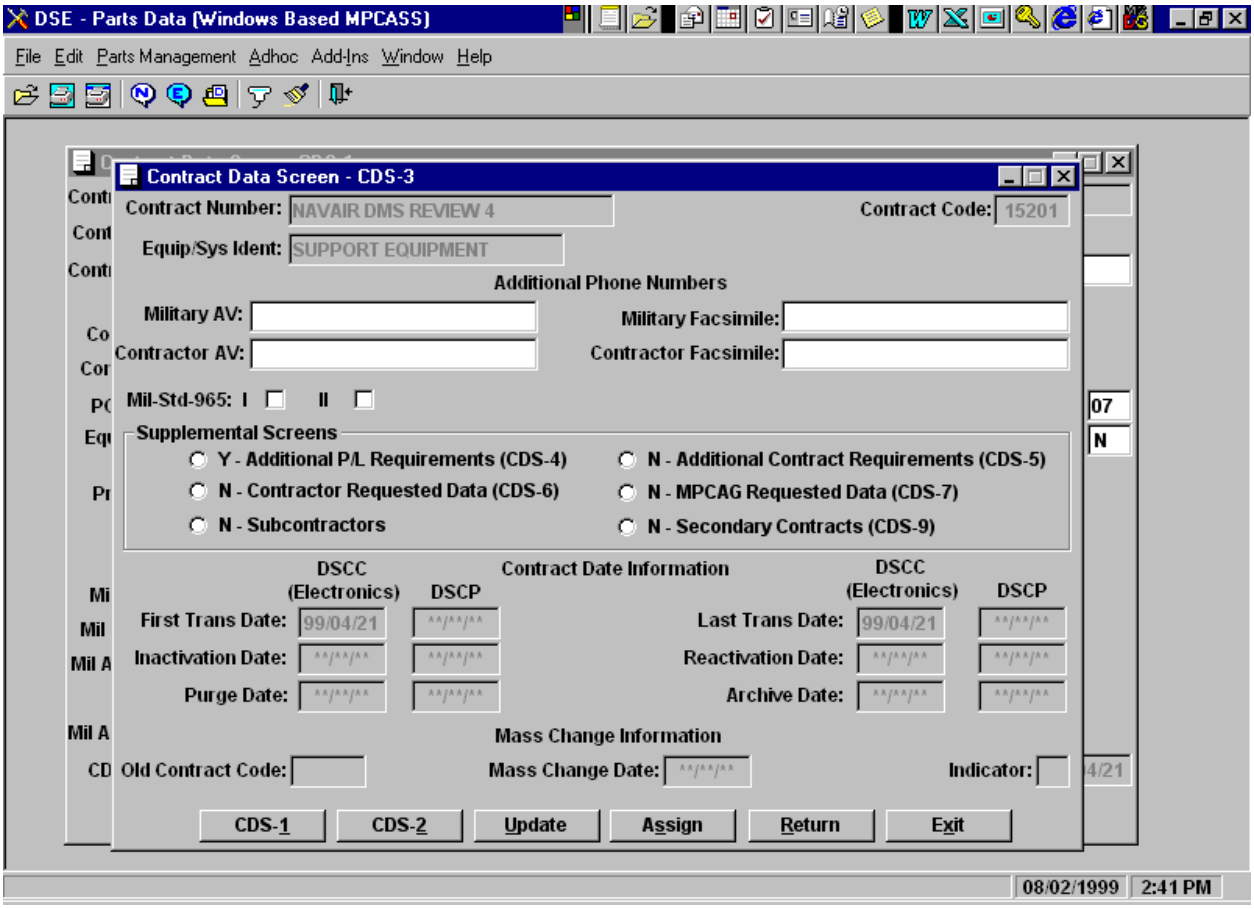

Figure 4.3d – CDS-3

4.3.4 CONTRACT/PART LEVEL REQUIREMENTS TEXT SCREEN (CDS-4)

a. This window is accessed by a selection of radio button on CDS-3, Additional P/L Requirements (CDS-4). Information on this screen is primarily to aid the evaluator during the evaluation by providing additional contract information, part level requirements, and part screening. A total of 200 positions are allocated for ADD-L PART LEVEL RQMTS, and 539 positions provide information on Part Screening Requirements. The following elements are system generated from CDS-1 screen.

(1) Contract Number.

(2) Contract Code.

(3) Equip/Sys Ident.

(4) Contract Name.

(5) Contractor POC.

(6) Contractor POC Phone.

(a) Additional prompts displayed are:

Are There Additional Part Level Requirements? Enter Y or N: 1 position.

(b) Reliability Level:

Microcircuits:	15 positions	
Semiconductors:	15 positions	
Elect Comp:	64 positions	(Columbus, Electronics)
Mech Comp:	64 positions	(Philadelphia)

(c) Established Reliability:

Passive Devices	15 positions
Electro Mech Devices	15 positions

(d) Special Screening Requirements:

ESS:	3 positions
RAD-HARD:	3 positions
ESD:	3 positions

(e) Part Screening Requirements 539 Positions

b. If the user answers NO to the question, the system will return to CDS-3. The selection indicator on CDS-3 would remain N. If the user answers YES, the cursor would stop at the first prompt. If any data were entered at any of the prompts (plus YES to the question), the selection indicator on CDS-3 would be changed to Y.

c. If a reviewer or any authorized personnel later changes a YES to NO, the screen will be erased, and the selection on CDS-3 will now indicate an N. If NO is changed to YES, the selection on CDS-3 will indicate a Y when additional data is entered.

d. During the Evaluation Process, the Additional Part Level Requirements Window is displayed to the evaluators when they begin an evaluation, on first selection of contract code only.

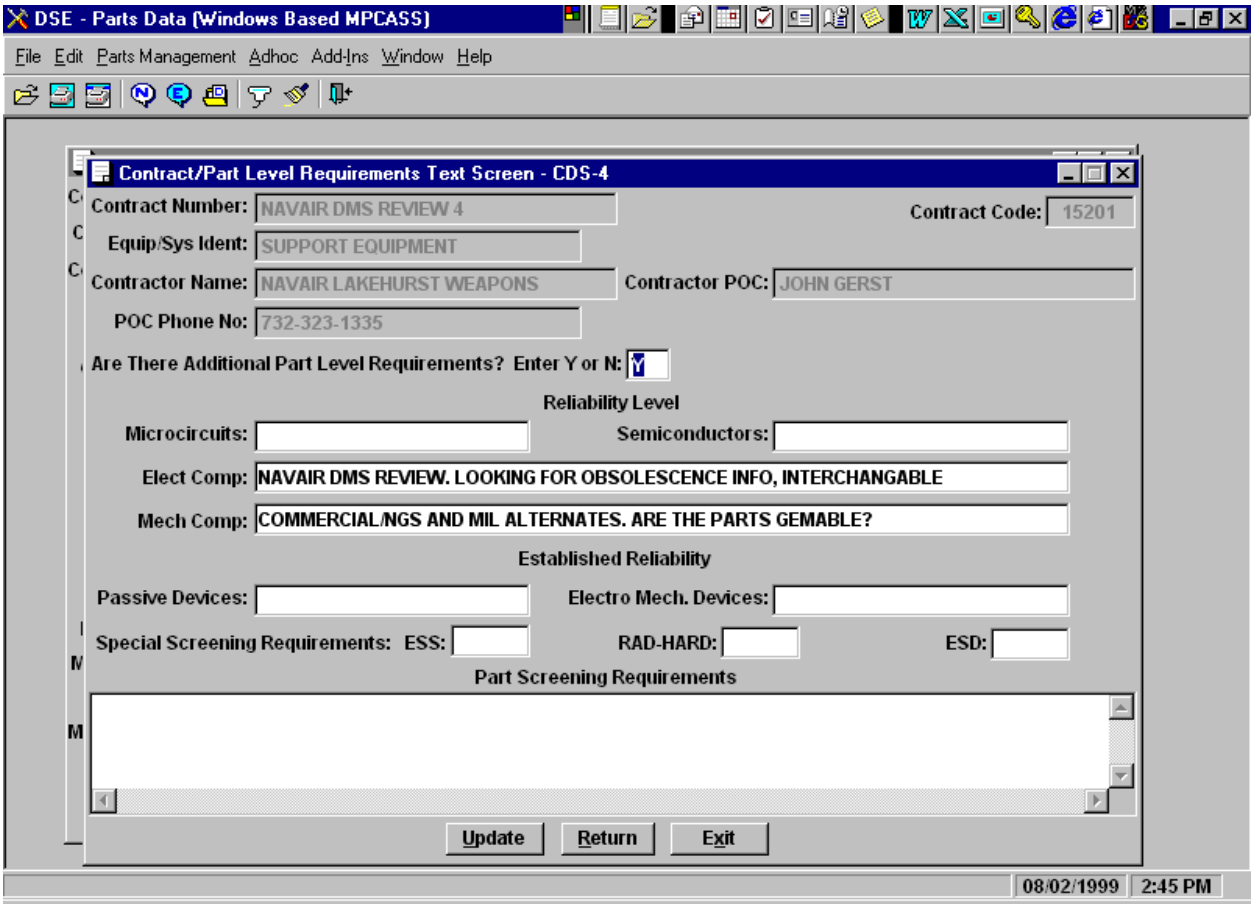

Figure 4.3e – CDS-4

4.3.5 ADDITIONAL CONTRACT REQUIREMENTS – CDS-5

a. This window allows the user to enter Y in any field for any general contract requirements or any data item requirements to support a contract. There are two OTHER fields. The user can click on OTHER in either category and enter up to 50 positions of data.

b. The data element fields displayed on CDS-5 are:

Contract Number	20 pos.	(system generated from CDS-1)
Contract Code	5 pos.	(system generated)
Equip/Sys Ident	17 pos.	(system generated from CDS-1)

c. The system will generate an N in each of the fields identified below.

MIL-STD-242	MIL-STD-454
MIL-E-4158	MIL-E-5400
MIL-E-16400	MIL-P-11268
MIL-T-23991	OTHER

DI-E-1133 DI-E-7026
DI-E-7027 DI-E-7028
DI-E-7029 DI-E-7030
DI-E-7031 DI-MISC-80071
DI-MISC-80072 OTHER

Other - 50 pos. if applicable

Other - 50 pos. if applicable

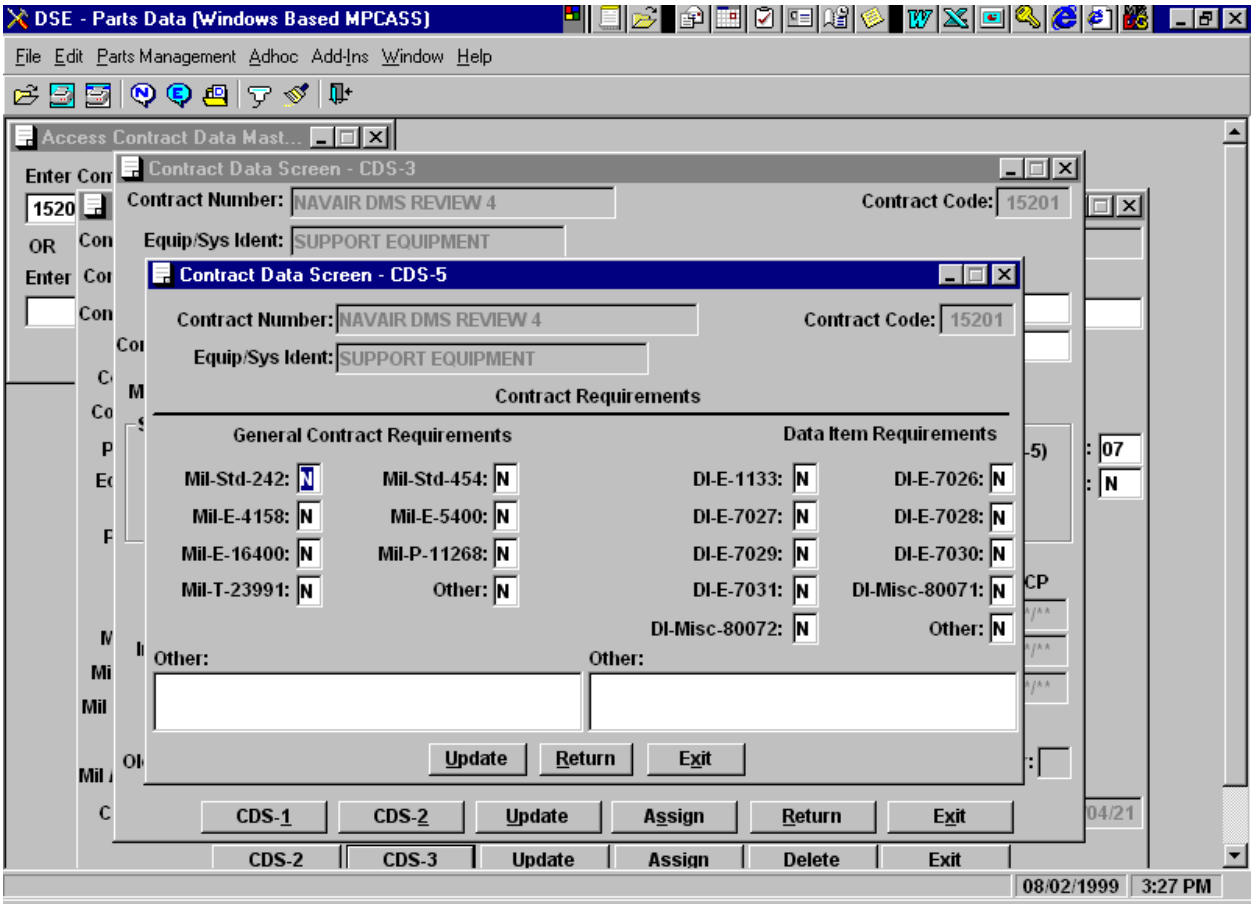

Figure 4.3f - CDS-5

4.3.6 CONTRACTOR REQUESTED DATA - CDS-6

a. This window is used to enter any requests for forms, brochures, or additional items that a contractor may request to aid in the submission of parts for evaluation or for general information. This information will be a menu item on the Managers Workload menu selection.

b. The data elements are:

Contract Number	20 pos.	(system generated from CDS-1)
Contract Code	5 pos.	(system generated)
Equip/Sys Ident	17 pos.	(system generated from CDS-1)

Date Requested system generated with current date if any
Item below is checked.

MPCAG Directory	check mark selection
2052 Forms	check mark selection
2053 Forms	check mark selection
ADP Data Outline	check mark selection
EIC Code Book	check mark selection
Other	70 positions narrative

Data Requested By: Hard Copy or Electronic Mailcheck mark selection.

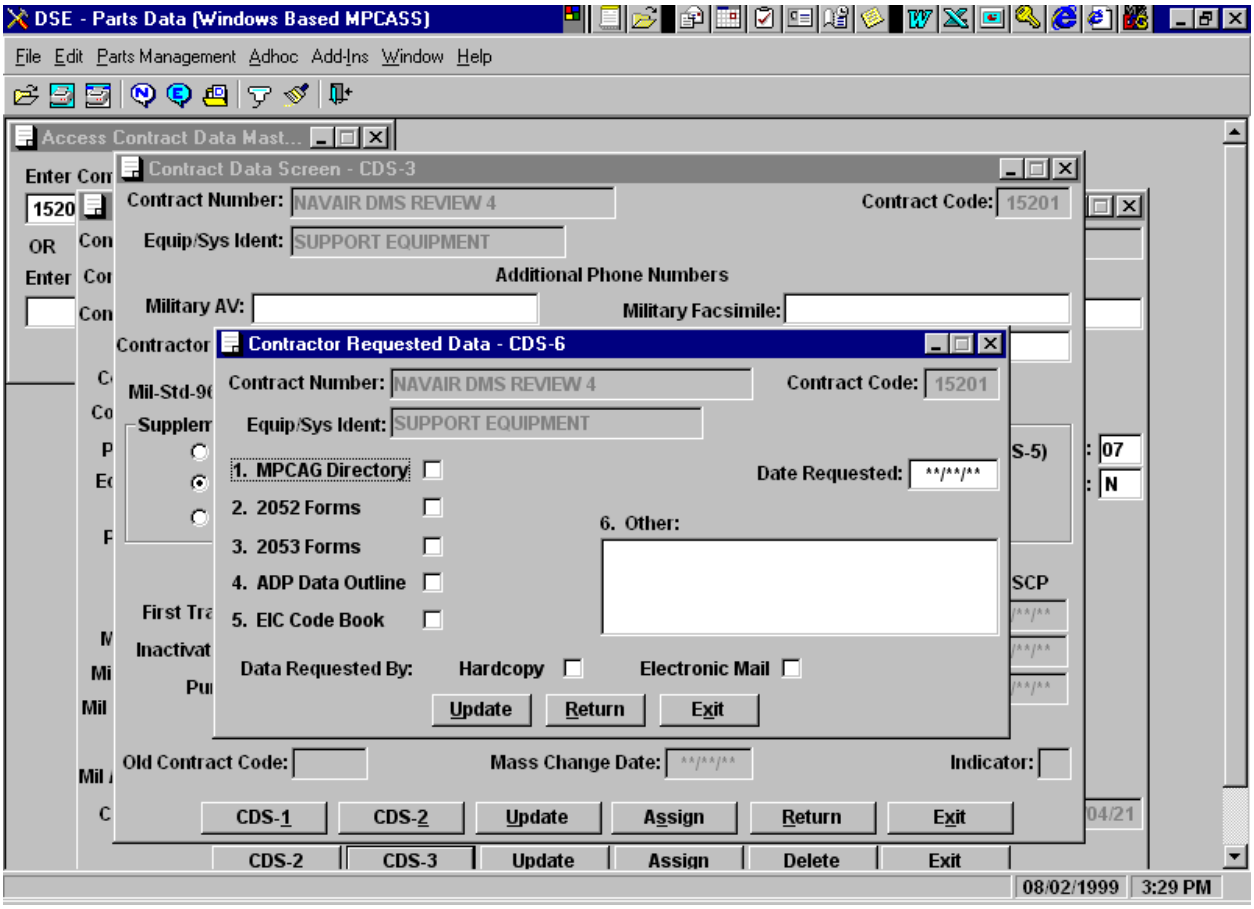

Figure 4.3g – CDS-6

4.3.7 MPCAG REQUESTED DATA – CDS-7

a. This screen is used to enter data that a MPCAG is requesting from the contractor, with requested, expected, and received dates.

b. The data elements on this screen are:

Contract Number	20 pos. system generated
Contract Code	5 pos. system generated
Equip/Sys Ident	17 pos. system generated
SOW/Contract/CDRL	check selection
Requested Date	system generated current date
Expected Date	system generated suspense date (Requested Date plus 30 days)
Received Date	8 pos. (YY/MM/DD)
Estimated Initial Parts Submitted Date	8 pos. date (YY/MM/DD) one column for DSCC (Electronics) and one for DSCP.
Estimated Final Parts Submitted Date	8 pos. each (YY/MM/DD)
Estimated Number of Submissions	5 pos. each
Interface Capability	80 positions, narrative

c. When the selection of SOW/Contract/CDRL is made, the system will automatically generate the Requested Date (today's date) and the Expected Date (Requested Date plus 30 days).

d. When the current date is equal to or greater than the Expected Date and Received Date is blank, a message will be sent to the contract managers mailbox providing the following information: Contract Code, Contract Number, and Expected Date. The Manager can then take action to update the contract record or to delete the request.

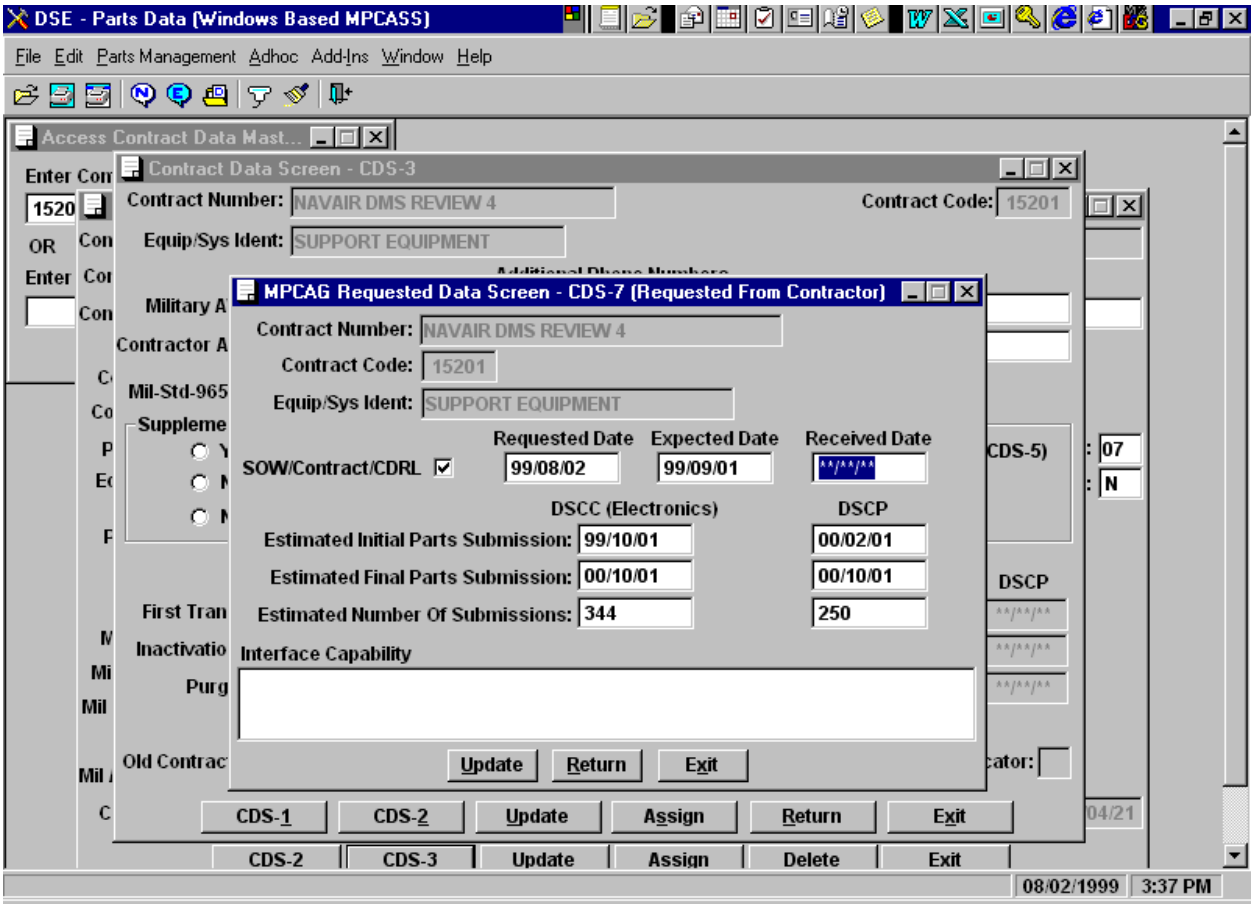

Figure 4.3h – CDS-7

4.3.8 SUBCONTRACTORS

a. When the user selects SUBCONTRACTORS, a series of windows will be brought up to allow the user to add subcontractors or to browse subcontractors associated with that contract. There can be up to 100 subcontractors per contract. The windows will list, by number, and alphabetically by name, all of the subcontractors. If a user wishes to add a contractor, click on ADD. Another window will be displayed to allow for adding the new subcontractor name. Click on ADD again in the smaller window. One additional window is displayed for completing subcontractor information. If a user wishes to view the information on a subcontractor, click on the line indicating the subcontractor, click on OK and the information will be displayed.

b. On the windows listing the subcontractors, scrolling capability is provided to allow the user to scroll through the entire subcontractor file.

c. From the window displaying the information about the subcontrac-tor, the user can select DELETE to delete the subcontractor from the record.

d. The following data elements are associated with the subcontractor record:

Subcontractor Name	25 positions
Subcontractor Office	25 positions
Subcontractor CAGE	5 positions
Subcontractor Address	
Street	50 positions
City	30 positions
State	25 positions
Zip	10 positions
Subcontractor POC	25 positions
Sub-POC Phone No	17 positions

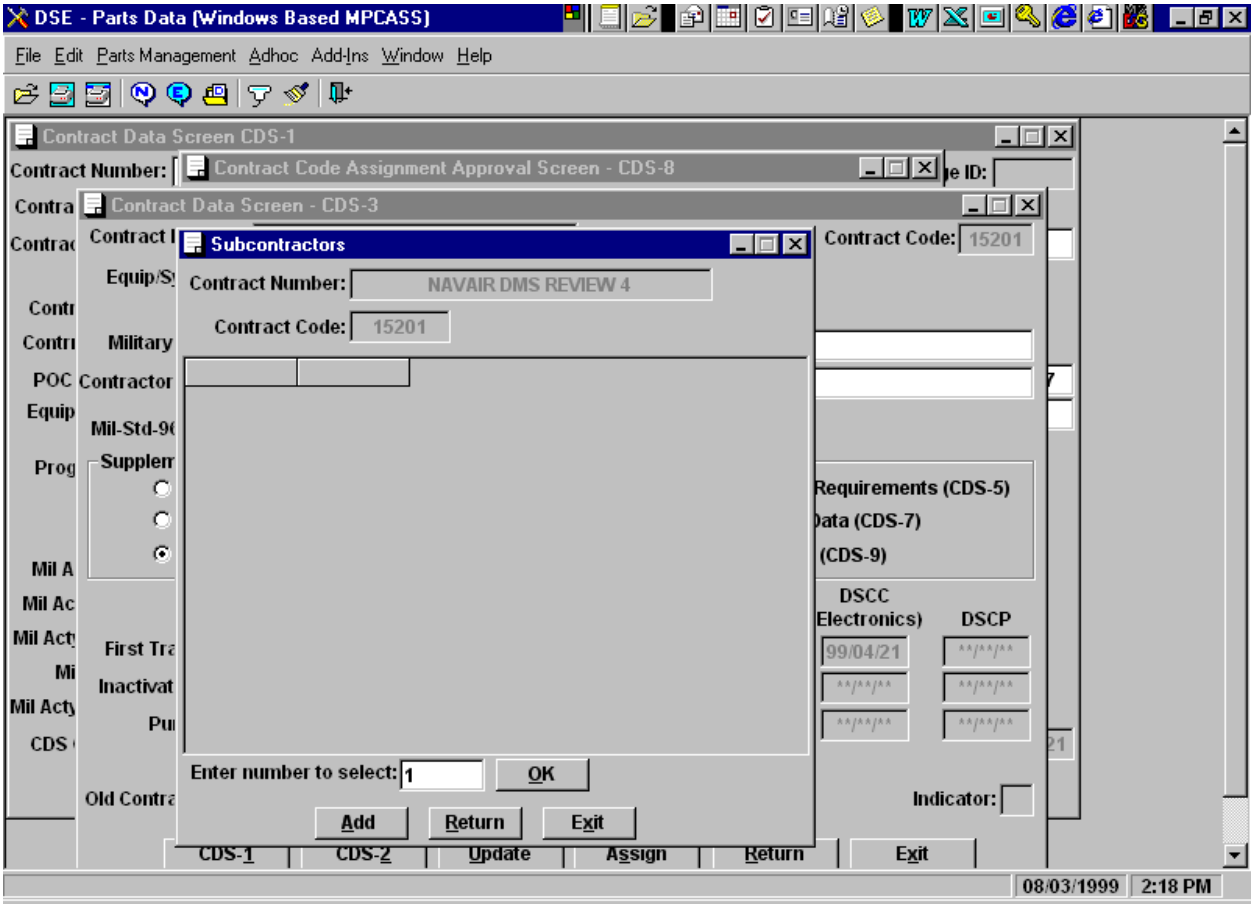

Figure 4.3i - SUBCONTRACTORS

4.3.9 SECONDARY CONTRACTS - CDS-8

a. This window is used for adding secondary contract numbers, or for a manager to delete a secondary contract number. There can be up to 10 secondary contracts per prime contract.

b. Click on SECONDARY CONTRACTS. A window is opened displaying a list of secondary contract numbers. From this window, a user may click on ADD to add a secondary contract number or DELETE to delete a secondary contract number. To view secondary contract information, click on the secondary contract number and the next window will display Contract Number, Contract Code, and Equipment Systems.

c. If a secondary contract number is entered and it is already associated with a contract, a message KEY NOT UNIQUE, DEPRESS RETURN TO CONTINUE is displayed.

d. When first entering the Contract Code Assignment process, if a user attempts to create a new contract record and the contract number entered is a secondary contract associated with another contract, a message SECONDARY CONTRACT TO CONTRACT NUMBER xxxxxxxxxxxxxxxxxx, DEPRESS RETURN TO CONTINUE is displayed. After RETURN is depressed, a message would then be displayed: ASSIGN CONTRACT CODE TO SECONDARY CONTRACT NUMBER? Y or N. If the user answers Y (yes), the blank CDSs will be brought up and the data can then be entered for a new contract. The Secondary Contract Number would then be removed from the secondary contract table and would become a part of the contract record table as a prime contract number.

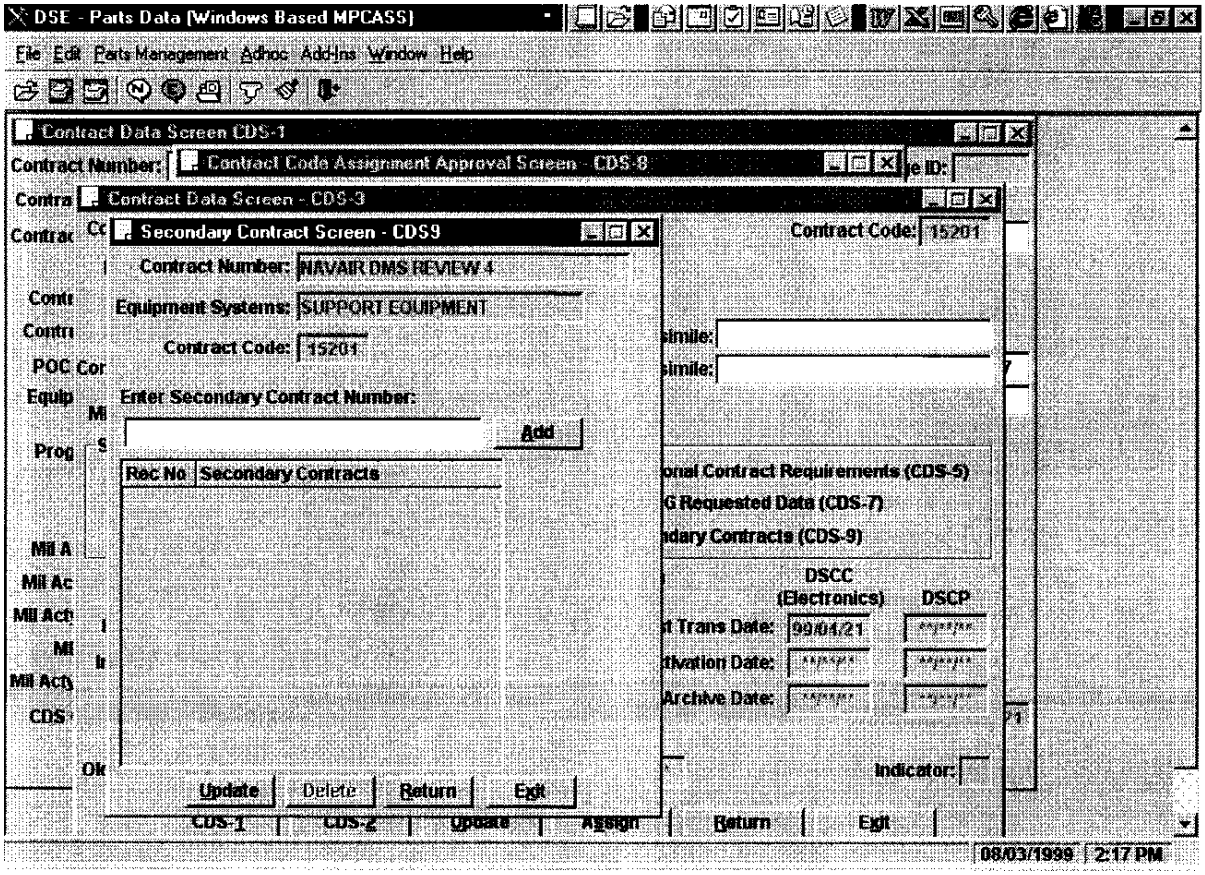

Figure 4.3j - CDS-9

4.3.10 CONTRACT CODE ASSIGNMENT SCREEN

a. This window is used to assign a Contract Code by personnel authorized to assign a code after having reviewed the data entered in the CDS, or during the initial input of data. The system checks the User File for the logon and user function code of SM and LE before assigning a contract.

b. The data elements on the CDS-8 window are:

Contract Code Assignment Manager	20 positions
Contract Code Assignment Date	8 positions, system generated
Special Contract (yes or no)	1 position
CDS Last Change Date	1 position, system generated

c. Special Contract: User is asked if this is a special contract. If y (yes) and the user is the contract leader (LE) or a MPCAG Manager (SM), a contract code is assigned without checking to see if mandatory data elements are entered.

d. If it is not a special contract, all mandatory data element fields are checked to see if data has been entered. If any mandatory data elements are blank, the user would be taken back to CDS-1 or CDS-2 and the cursor would stop at the first blank data element. Once all mandatory data elements have been entered, the LE or SM user can then go to ASSIGN to get a contract code assigned. If the code assignment is made by a LE, the record is routed the user chief (SM) of the LE for review. The system checks the data base for the last code assigned and assigns the next higher five position number. If the person inputting data and doing the assignment is SM, the record does not need further review. If the person entering data is an MA, then the record is routed to the MAs user chief (LE) for contract code assignment and further routed to the SM for review. Menu items on Managers Workload, Contracts Awaiting Code Assignment, and Contracts Waiting for Review.

e. Once the SM has approved the record, this record is then a permanent record in the contract record table and uploaded to update the CDMF on the mainframe. Notifications of a new contract assignment or contract table updates are sent to Columbus (Mechanical), Philadelphia, and Richmond. These contract records would appear on the workload windows as Leader CDMF Notifications for Review (Philadelphia only) and CDMF Notifications (Columbus (Mechanical) and Richmond).

f. If a contract is changed from not special (N) to special (Y), the AUTOMATIC FEEDBACK field will be changed to S. If the contract is changed from special (Y) to not special (N), the AUTOMATIC FEEDBACK field will be changed to C.

g. Once a contract code has been assigned, the user may select Option B on the MPCASS Main Menu Window and interrogate the contract by either CONTRACT CODE or CONTRACT NUMBER.

h. Only authorized MPCAG personnel may change any information on the CDSs, once a contract code has been assigned. If a change is made to any data elements on the contract data record, the CDS LAST CHANGE DATE will be generated when the change is made.

i. A contract record that has a code assigned cannot ever be deleted. Contract information is kept available indefinitely, with no requirement to ever purge a contract.

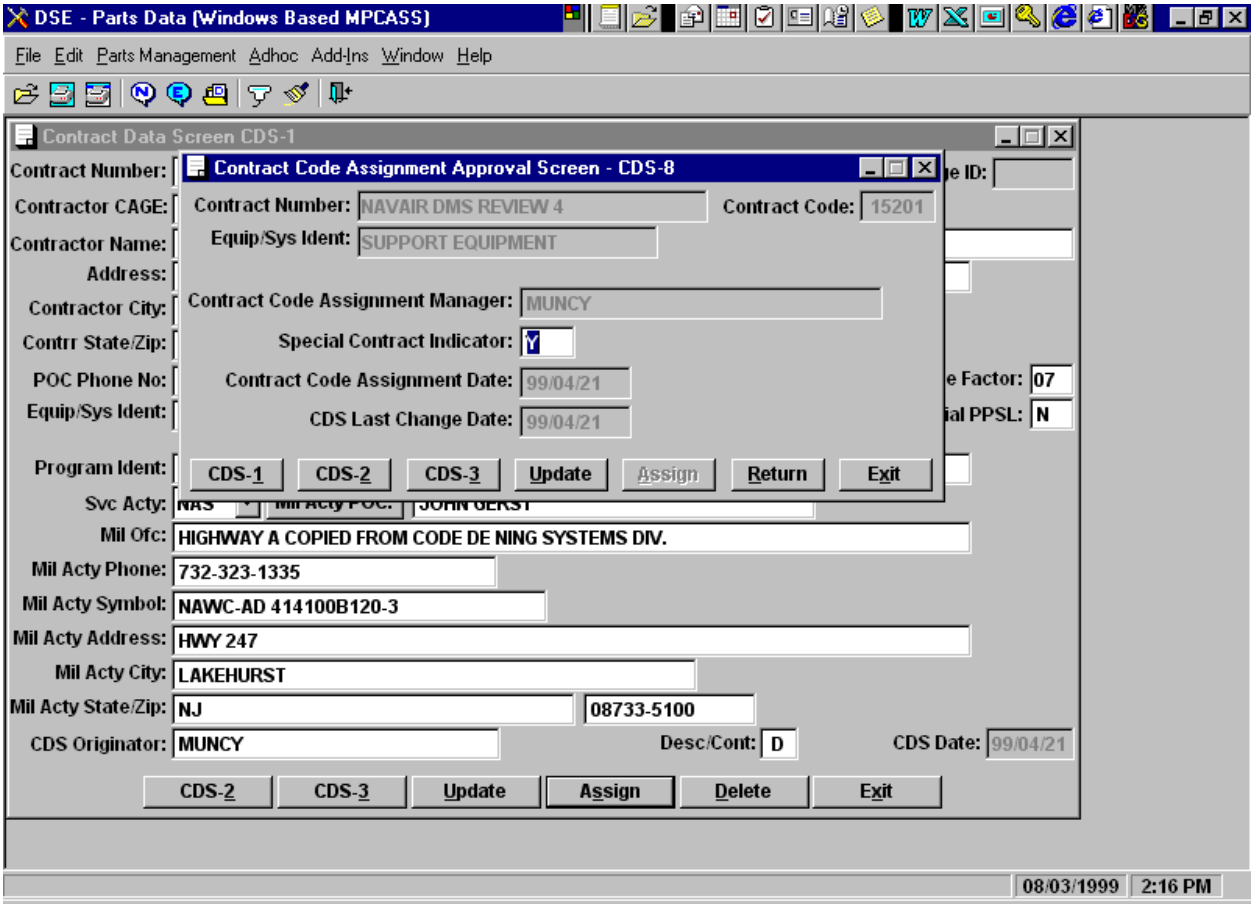

Figure 4.3k – CDS-8

4.4 CONTRACT DATA INTERROGATION AND UPDATE (RESERVED)

4.5 LEADER CDMF NOTIFCATION - PHILADELPHIA ONLY (RESERVED)

4.6 CDMF NOTIFICATIONS – COLUMBUS (MECHANICAL) AND RICHMOND

Notifications are provided to Columbus (Mechanical) and Richmond when a new contract code has been assigned or contract records have been updated. These notifications are for information only, no changes are authorized.

4.7 MANAGERS WORKLOAD SCREENS

4.7.1 CONTRACTS AWAITING CODE ASSIGNMENT

Contract Numbers Awaiting Code Assignment

a. When a Manager at DSCC (Electronics) has entered data for a contract code, the data will be routed to this option. Only personnel with LE or SM assigned functions in the user file will be authorized to assign a contract code.

b. Once the Contract Data Master File (CDMF) record is begun, the Contract Number will appear on the Contract Numbers Awaiting Code Assignment screen.

c. When the LE or SM selects Option a, if there are more than one contract record waiting for code assignment, the oldest contract number is displayed first (uses the first in, first out criteria). The message is displayed DO YOU WISH TO REVIEW, Y OR N? If N is entered, the next contract number is brought up, and so on until the LE or SM has paged through the entire file.

d. If Y is entered, CDS-1 will be displayed. The LE or SM can then review the data, and assign a code if authorized and all mandatory data elements have been entered.

e. If a contract code is assigned by the LE, the record is deleted from Option A and is moved to the Option B category for the SM to review. The record will remain on Option A until a code is assigned, or deleted by LE or SM. If the person doing the assignment is designated as SM, then the record is uploaded after his review and not moved to Option B.

(1) Contract Number XXXXX-XX-X-0000

(2) Do you wish to review, y or n?

4.7.2 CONTRACTS WAITING FOR REVIEW

a. The MPCAG Supervisor (SM) of the MPCAG Leader that has assigned the contract code will be the authorized reviewer. This is determined by checking the user chief field in the user file for the Leader.

b. The contract number is displayed. The SM highlights a contract to review, then clicks OK. The CDS-1 screen is displayed. After review, the SM clicks on EXIT, answers YES to the question HAVE YOU COMPLETED YOUR REVIEW and the record will be deleted from the notification list.

c. If NO is clicked on, the contract number will remain on the list for later review.

d. When answering YES, the record is deleted from the notifications, the Oracle data base is updated, and the record is uploaded to the mainframe.

e. The MPCAG Division Chief, SU may view all contracts in this category.

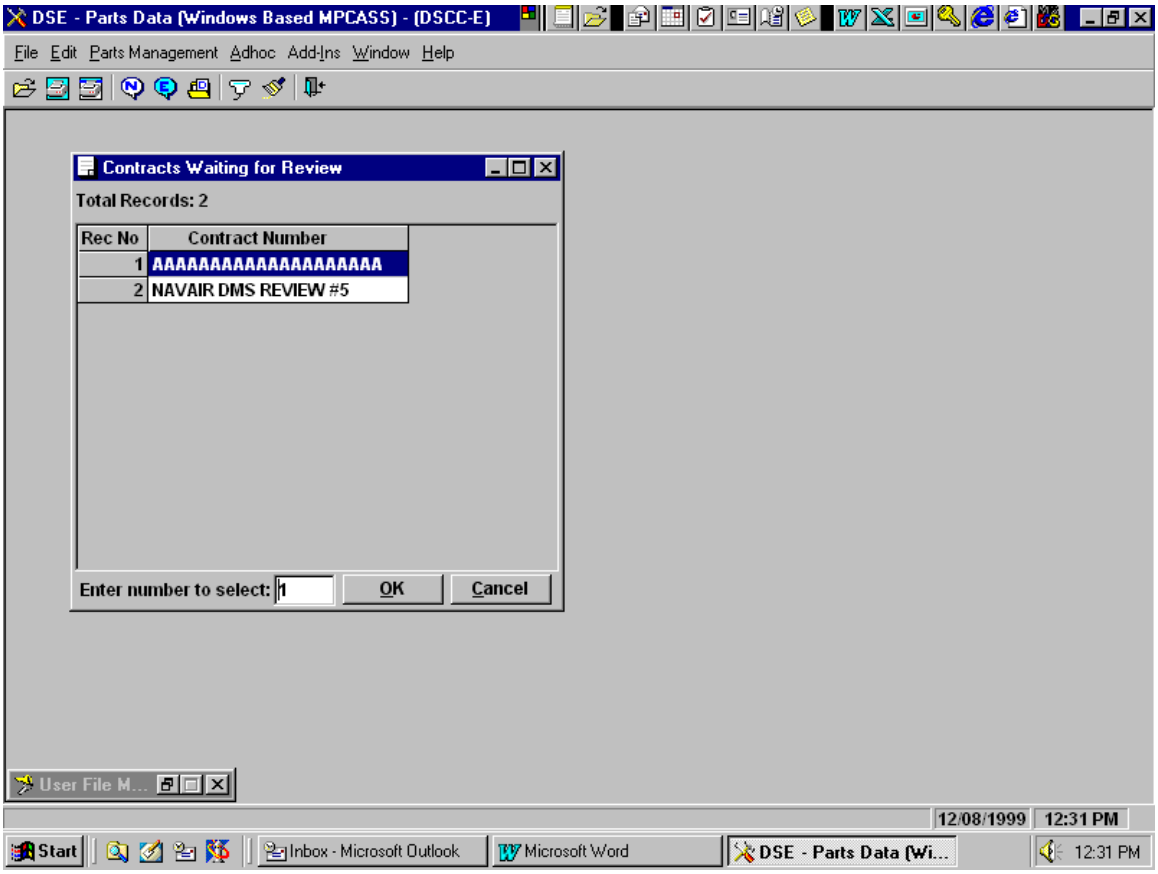

Figure 4.7.2 - CONTRACTS WAITING FOR REVIEW

4.7.3 BASIC PACKAGE CONTROL NOTIFICATIONS

These notifications are downloaded from the mainframe when various conditions are met. For example, a contractor has input data for parts evaluation and there are data elements missing that are required before the evaluation process is started, a notification is sent to the manager or leader of that contract. Other notifications are given based on events that have occurred or due to reaching a certain date.

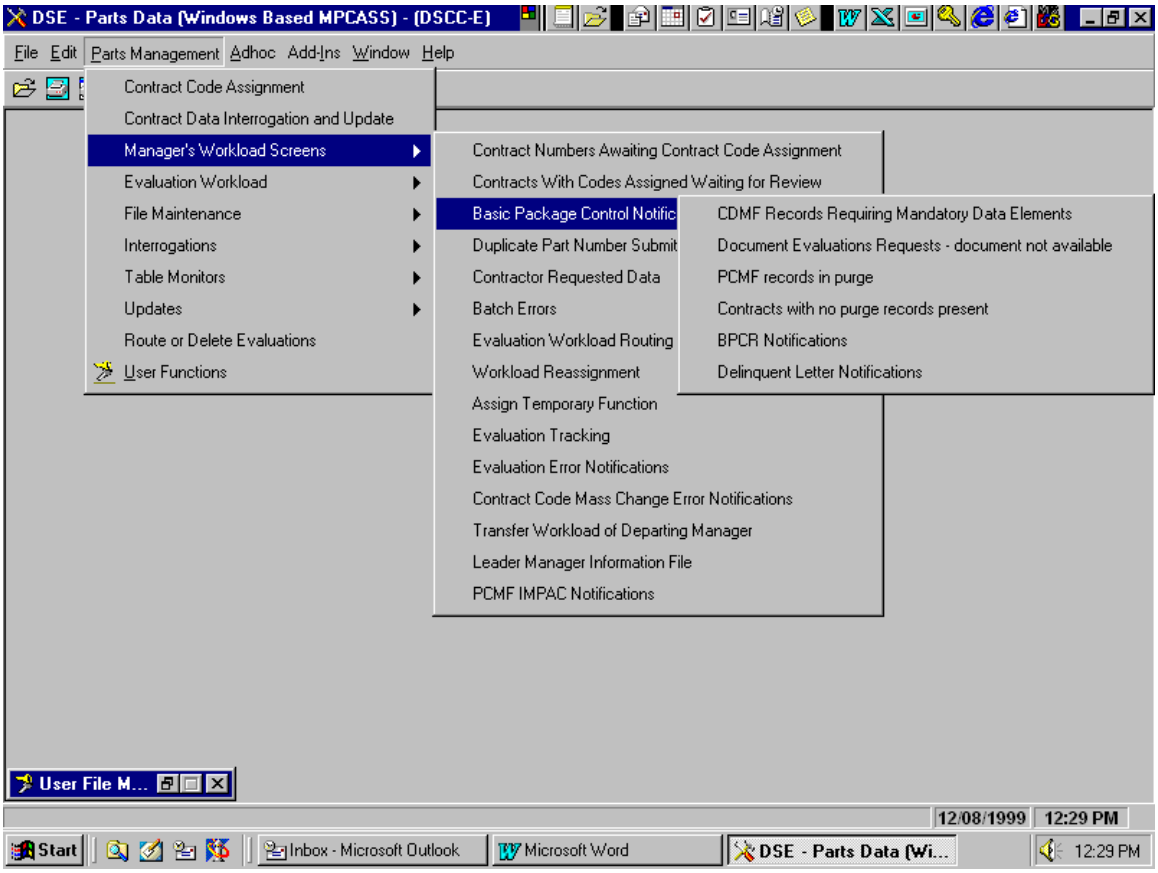

Figure 4.7.3 - DROP-DOWN MENU FOR BASIC PACKAGE CONTROL NOTIFICATIONS

4.7.3.1 CDMF RECORDS REQUIRING MANDATORY DATA ELEMENTS

This notification will be routed to the Manager or Leader of the contract. It is a suspense notification that part number submittals are pending, and that there are blank mandatory data elements that are required for part number submittals. The contractor will be allowed to submit parts for evaluation; however, no processing will take place until the mandatory data elements for parts submittals have been entered. This record remains on this screen until when all mandatory data elements are entered into the contract record. When the Contract Data Master File has all secondary data elements entered, an upload record to the mainframe is created, and the notification record is deleted.

4.7.3.2 DOCUMENT EVALUATION REQUESTS

Notification to the Manager or Leader of the contract that there is not a drawing available to the MPCAG. This record may be manually deleted, or will be automatically purged after seven days.

4.7.3.3 PCMF RECORDS IN PURGE

Notification to the Manager or Leader of the contract that there are Parts Control Master File (PCMF) records in purge status. This record will be automatically deleted after five days.

4.7.3.4 CONTRACTS WITH NO PURGE RECORDS PRESENT

Notification to the Manager or Leader of the contract that there are no PCMF records found in purge status. This record will be automatically deleted after five days

4.7.3.5 BPCR NOTIFICATIONS

Notification to the Manager or Leader of the contract. This record is a package status notification only. The record will remain on the screen until the package is completed; at which time it will be automatically deleted.

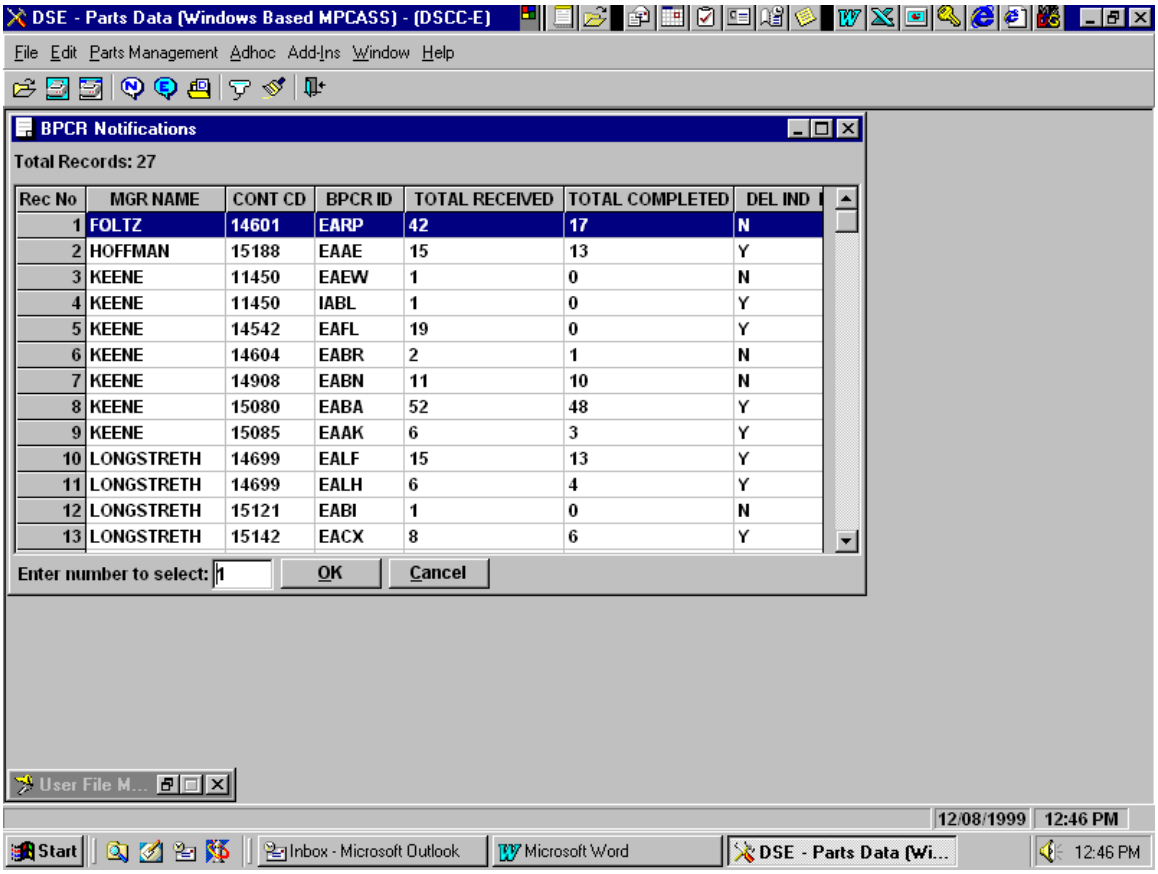

Figure 4.7.3.5a - BPCR NOTIFICATIONS

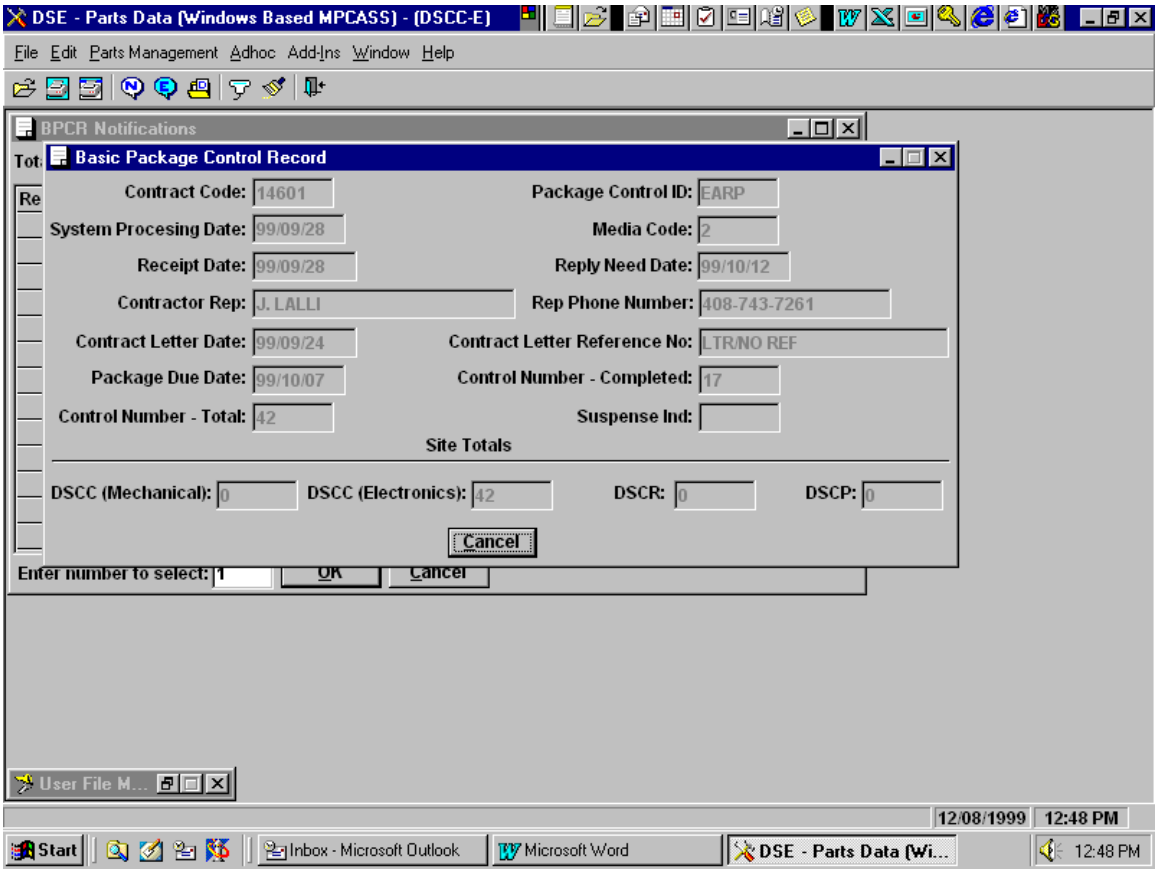

Figure 4.7.3.5b - WINDOW DISPLAY AFTER DOUBLE-CLICKING ON BPCR RECORD

4.7.3.6 DELINQUENT LETTER NOTIFICATIONS

Notification to the Manager or Leader of the contract. The due date has been reached, but letter could not be generated because two partial letters have already been generated. This record will be automatically deleted after two days.

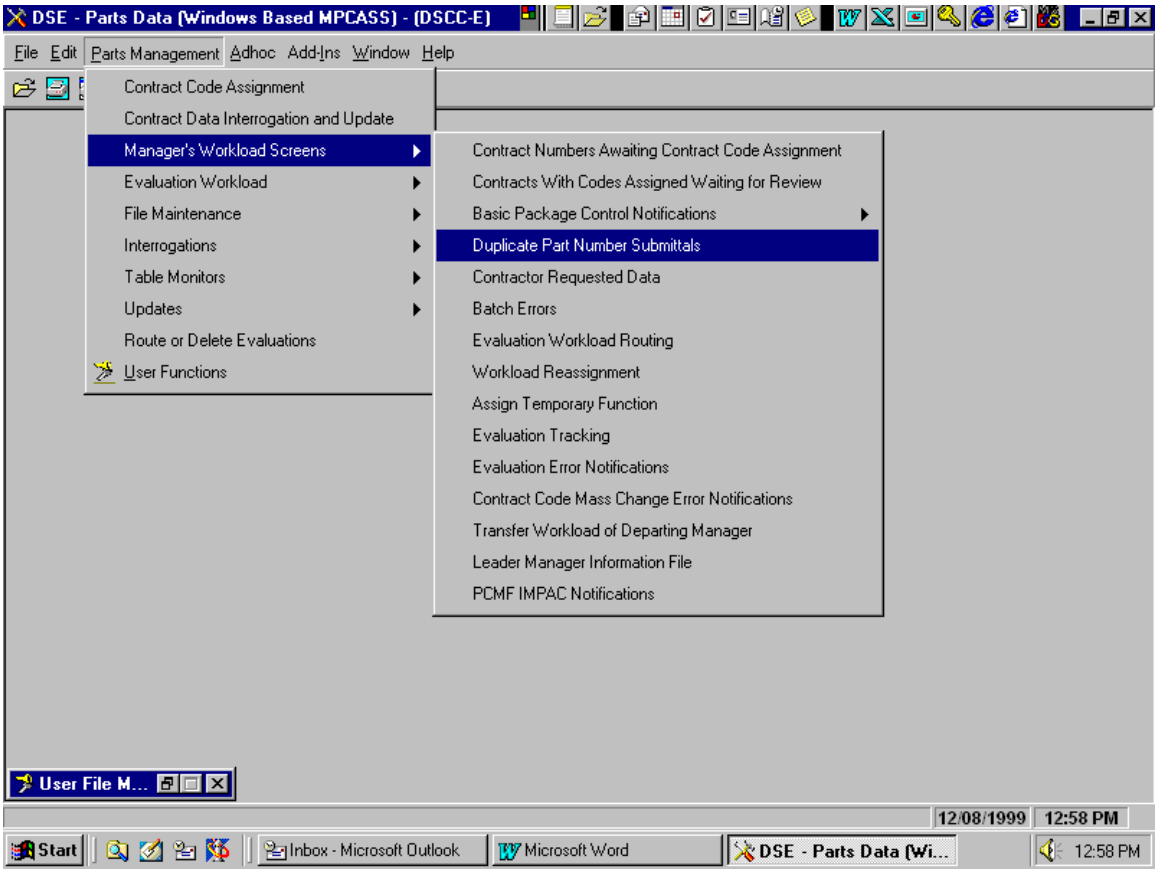

Figure 4.7.3.6a - DUPLICATE PART NUMBER SUBMITTALS

4.7.4 DUPLICATE PART NUMBER SUBMITTALS

Notification to the Manager or Leader of the contract that duplicate part numbers have been submitted. If there is no manager name present in the CDMF, then the record is routed to the contract leader. The list of control numbers represents any control numbers that have duplicate part numbers. The user makes a selection and the evaluation record is displayed. See Figures 4.7.4a and b.

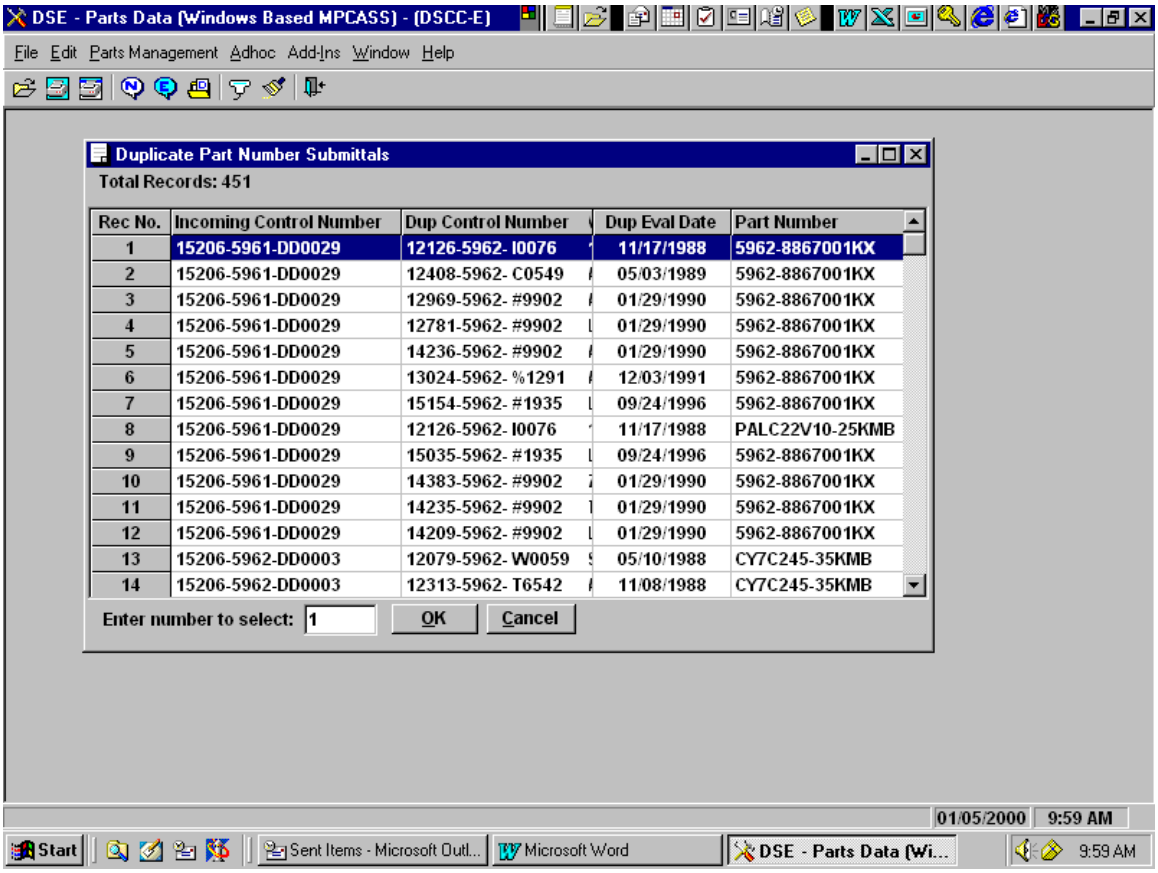

Figure 4.7.4 - DUPLICATE PART NUMBER SUBMITTAL INITIAL SCREEN

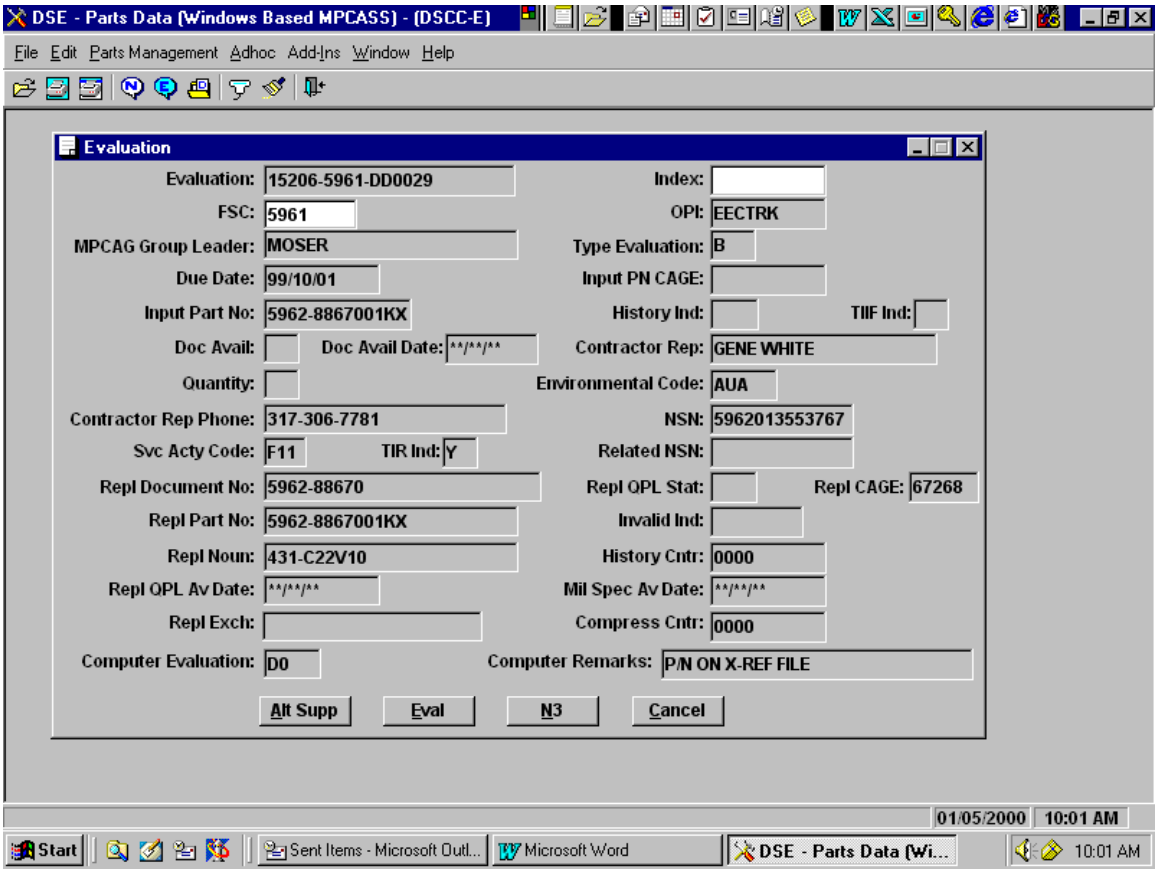

Figure 4.7.4b - DUPLICATE PART NUMBER SUBMITTIALS

a. Government Furnished Baseline (GFB) Evaluations will also be routed to this screen if they are duplicates. If the record is a GFB dupe, they will be routed to the GFB Monitor (MB) when released.

b. The Manager or Leader has the option of deleting the record, or it will be routed to the appropriate evaluator.

c. Button Options:

Alt Supp	Click on this button to review Alternate Supplemental Description associated with displayed evaluation.
Eval	Click on Evaluator button. You will be asked Do you wish to send this evaluation to the evaluator? YES or NO. The system will automatically route to the evaluator if YES is selected. The Manager may wish to change FSC and Index Number before routing.
N3	Click on N3 button. You will be asked DO YOU WISH TO SEND THIS RECORD TO THE MAINFRAME AS AN N3 Evaluation? YES or NO. If YES is selected, the record will be uploaded with an N3 evaluation. The evaluation record will contain the following:

Control Number of Evaluation Record (moves the duplicate control number from the history record to the remarks area of the upload).

Evaluation Code N3
Date
Noun
OPI (generated from User File)

Cancel — Selecting the Cancel button will close the current window without action.

4.7.5 CONTRACTOR REQUESTED DATA

a. Notification to the Manager of the contract that a contractor has requested data on the CDS-6 screen of the Contract Data Master File (CDMF). This notification will remain on the Managers Workload Screen until deleted by the manager.

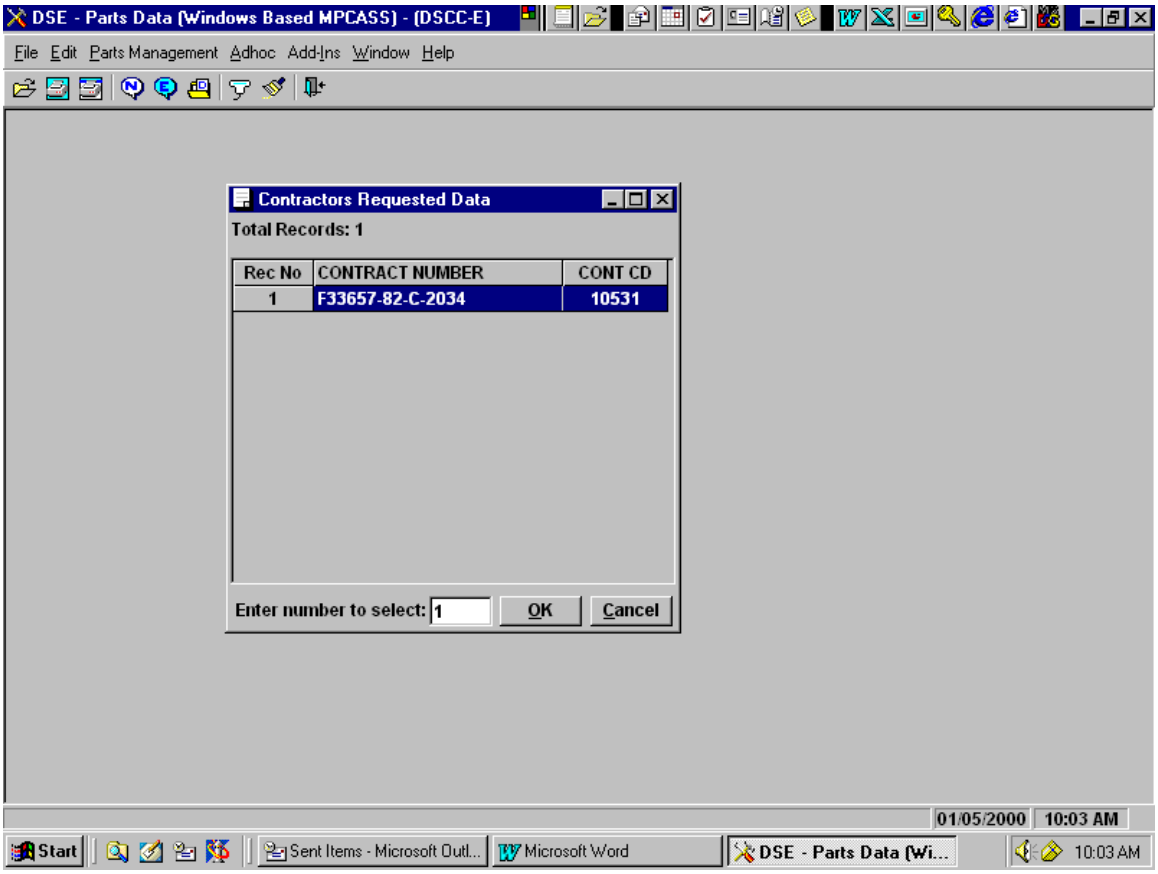

Figure 4.7.5a - CONTRACTORS REQUESTED DATA INITIAL SCREEN

b. The user is to double-click on a selection or enter number of record and click on OK. The system then provides additional information. See Figure 4.7.5b below.

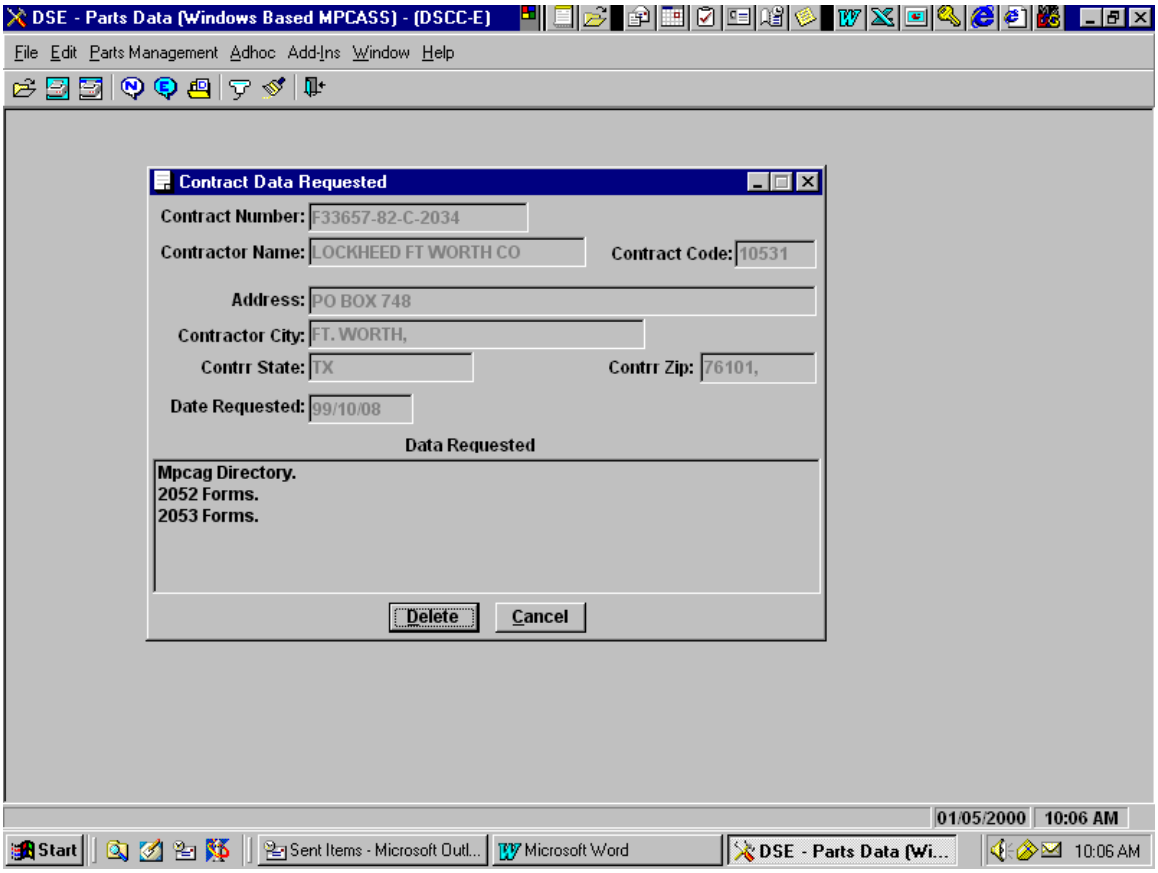

Figure 4.7.5b - CONTRACT DATA REQUESTED. INFORMATION ONLY.

c. Button Definitions:

Delete — The user would click on this button to delete this notification from the data base.

Cancel — This selection will close the notification window and leave the information in the data base.

4.7.6 BATCH ERRORS

a. Notifications of the errors encountered from bulk input on contract number processing. Error notifications of bulk input, individual control number errors (Y in Bulk Error Column). Group number indicates what number in a particular package control identification. Record is downloaded for corrections or notifications. Corrected inputs are uploaded.

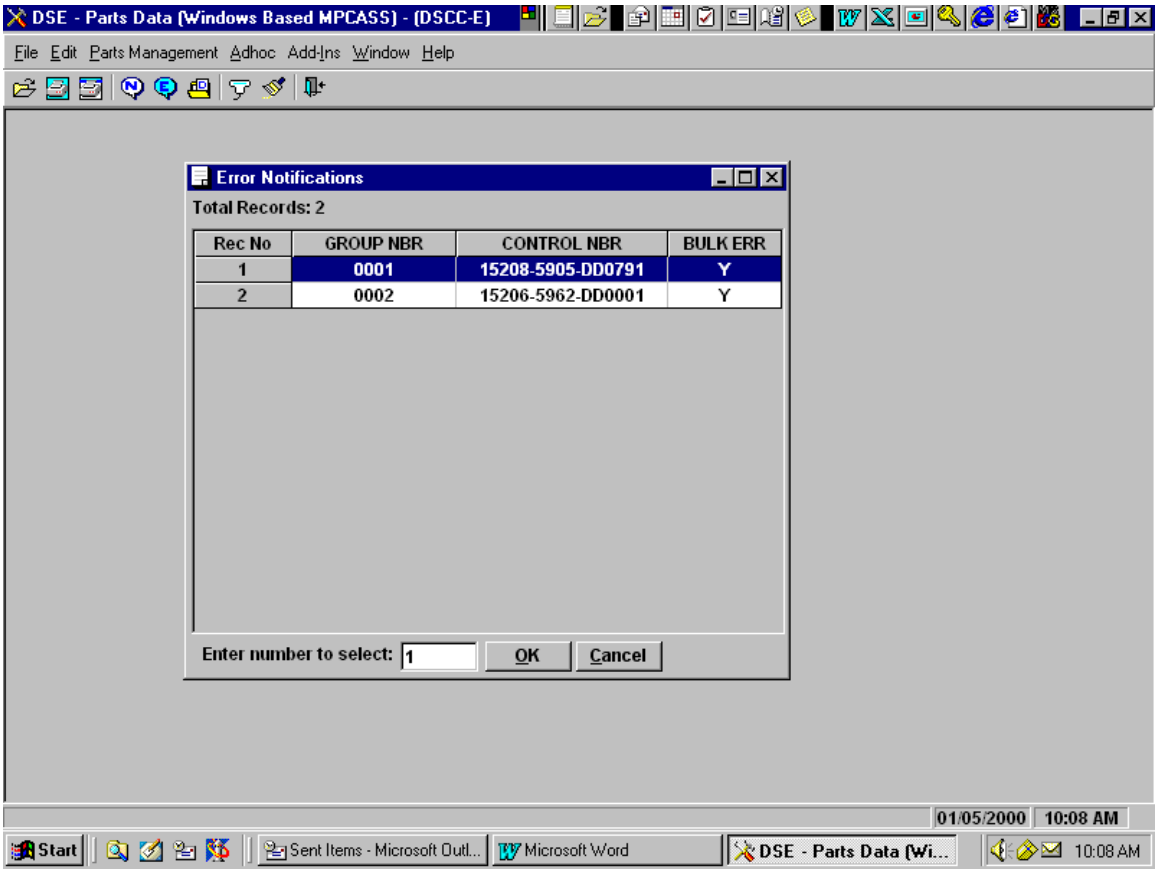

Figure 4.7.6a - BATCH ERROR NOTIFICATION INITIAL SCREEN

b. Once a selection is made, the Control Number Package Errors screen is displayed with the error messages and applicable segments: A, B, C, D, E, and F. There are up to five errors displayed for correction. User makes selection of number of segment to be corrected based on error identified. The user has the option to correct and release or delete the record. The following is an example of the control number error screen:

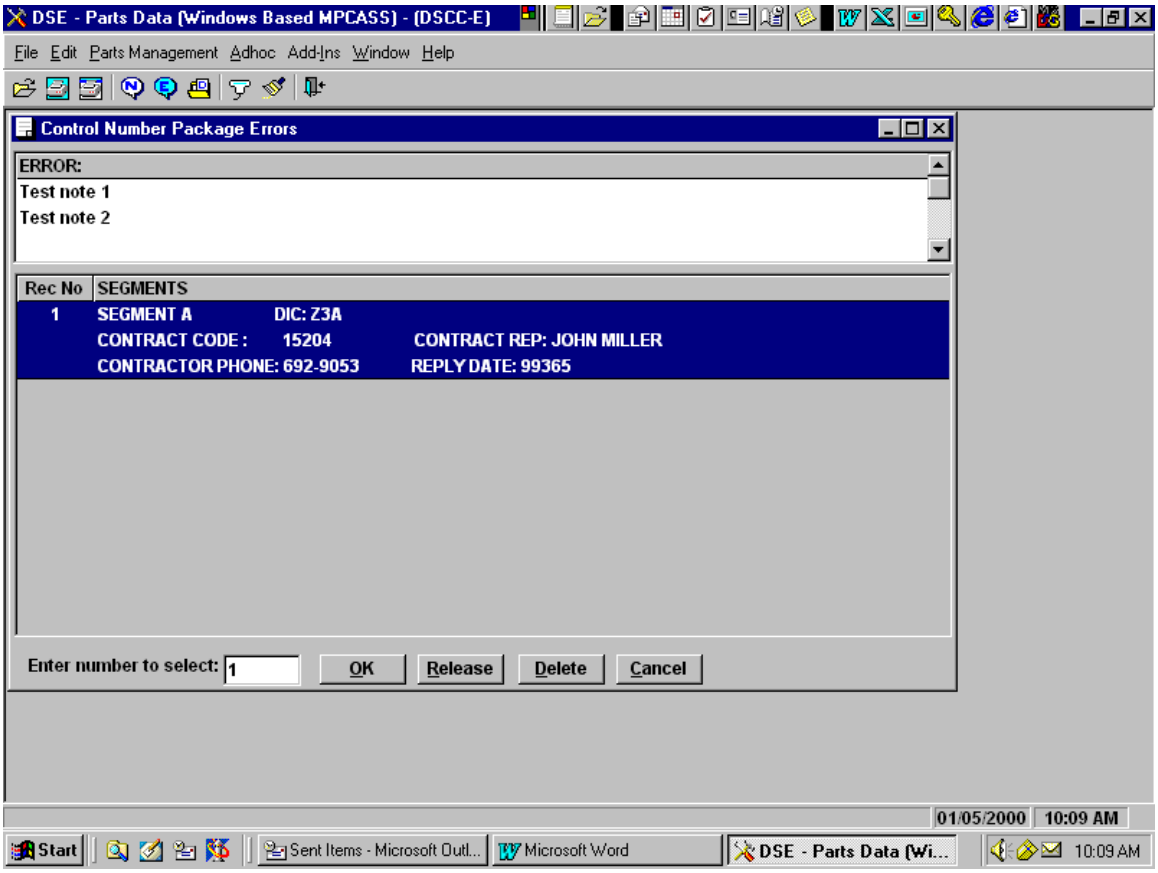

Figure 4.7.6b - DETAILED SCREEN ON BULK PACKAGE ERRORS

Release Releases corrected record.

Delete Allows user to delete record from package control ID.

Cancel Closes screen without action.

c. Once record is selected, another window is displayed to do the edited. Move through the data element to be corrected. Make the necessary corrections, select END EDIT. See Figure 4.7.6c The corrected screen is displayed. Select RELEASE, the question DO YOU WANT TO UPLOAD THIS PACKAGE ANSWER Y OR N is displayed. If Y, record is deleted from data base and uploaded to the mainframe.

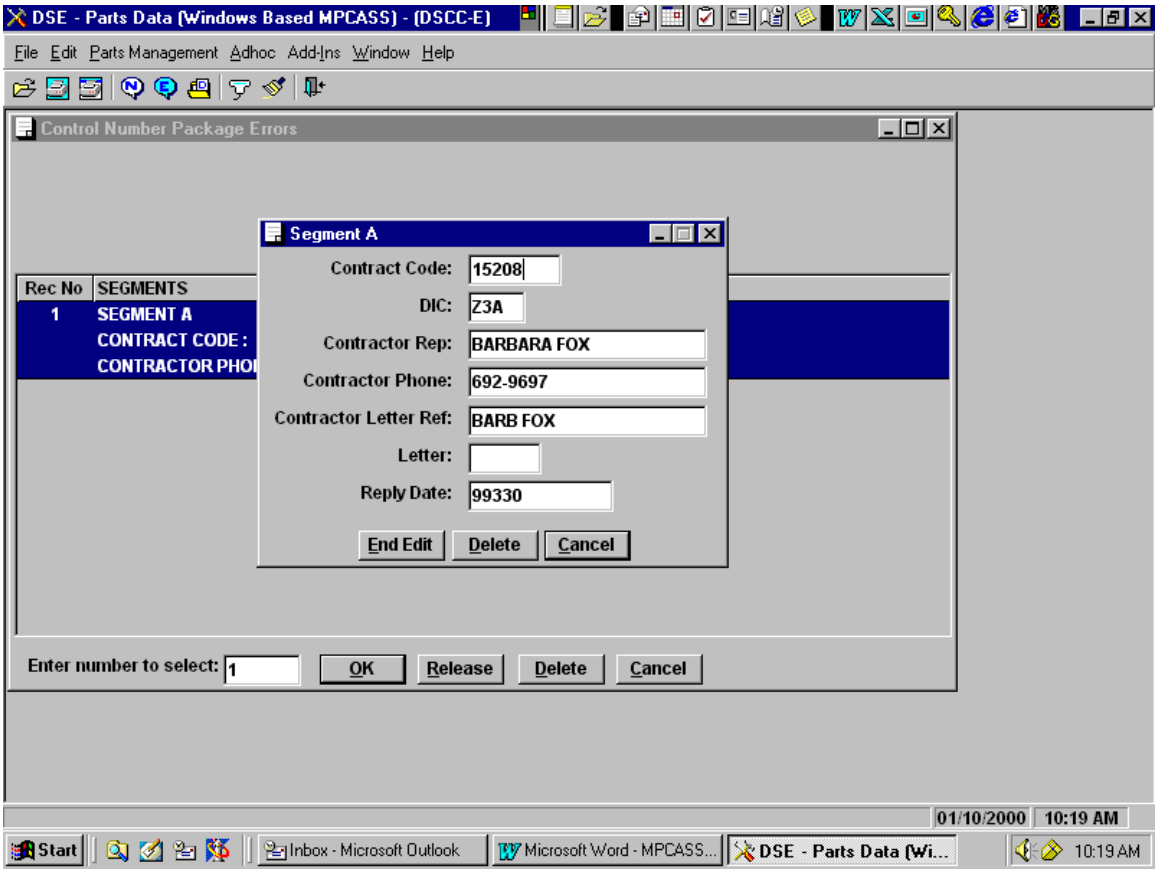

Figure 4.7.6c - SEGMENT WINDOW FOR EDITING BULK INPUT ERROR

d. B in Bulk Error Columns:

(1) If a B is displayed in the Bulk Error column, the system has detected at least 10 bulk errors for the same package control ID. If more errors are listed, they would represent other than the bulk error.

(2) The first and last control number of that grouping will display the exact bulk error. The remainder will just indicate bulk error.

(3) The user cannot correct these errors. These records are for review and then should be deleted from the notifications. Corrections must be made to the original input tape of whatever media was used.

(4) Process: Select record, review the record, delete the record.

4.7.7 EVALUATION WORKLOAD ROUTING

a. The authorized users for this process are those with function codes SC, RM, or WR.

b. For DSCC (Electronics), this is a notification to Commodity Supervisor (SC) for routing of evaluations with no Replacement Noun and the Federal Supply Class equals 5935 or 5962. For Philadelphia, this is a notification for FSCs 5305, 5310, and 5340; each class goes to two

different branches (divided equally by OPI) if EIC (INC) blank. This is accomplished by comparing the first four positions in the SYMBOL in the USER file. The evaluation is then routed to the user SC of that login. For example, OPI = EEPEXX in the evaluation record. User file has symbol EEPE with a function code of SC. The record will be routed to the login of that match.

c. When Evaluation Workload Routing is selected, a list of control numbers, with dates, will be displayed. When the user selects a control number, a screen will then be displayed listing part number, CAGE, Alt/Supp Description, and OPI. When the OPI is entered, the record will be routed to the OPI present in the User file. The user will then be returned to the previous screen to make another selection. Routing or reassignment can be accomplished on multiple control numbers at one time. Use SEARCH button (Control Number for Contract Code, FSC or Index No.) and then reassign all displayed evaluations in that category.

d. The Routing Monitor (RM) will have the capability of routing and reassigning evaluations using the Evaluation Workload Routing Screen and the Workload Reassignment Screen used by the Commodity Supervisors (SC) level. These functions would be authorized for the same OPI only (first four positions, branch restrictive). The Workload Router (WR) is able to route the evaluations initially but does not have any other authority functions. The WR would be able to route records from the Evaluation Workload Routing screen only.

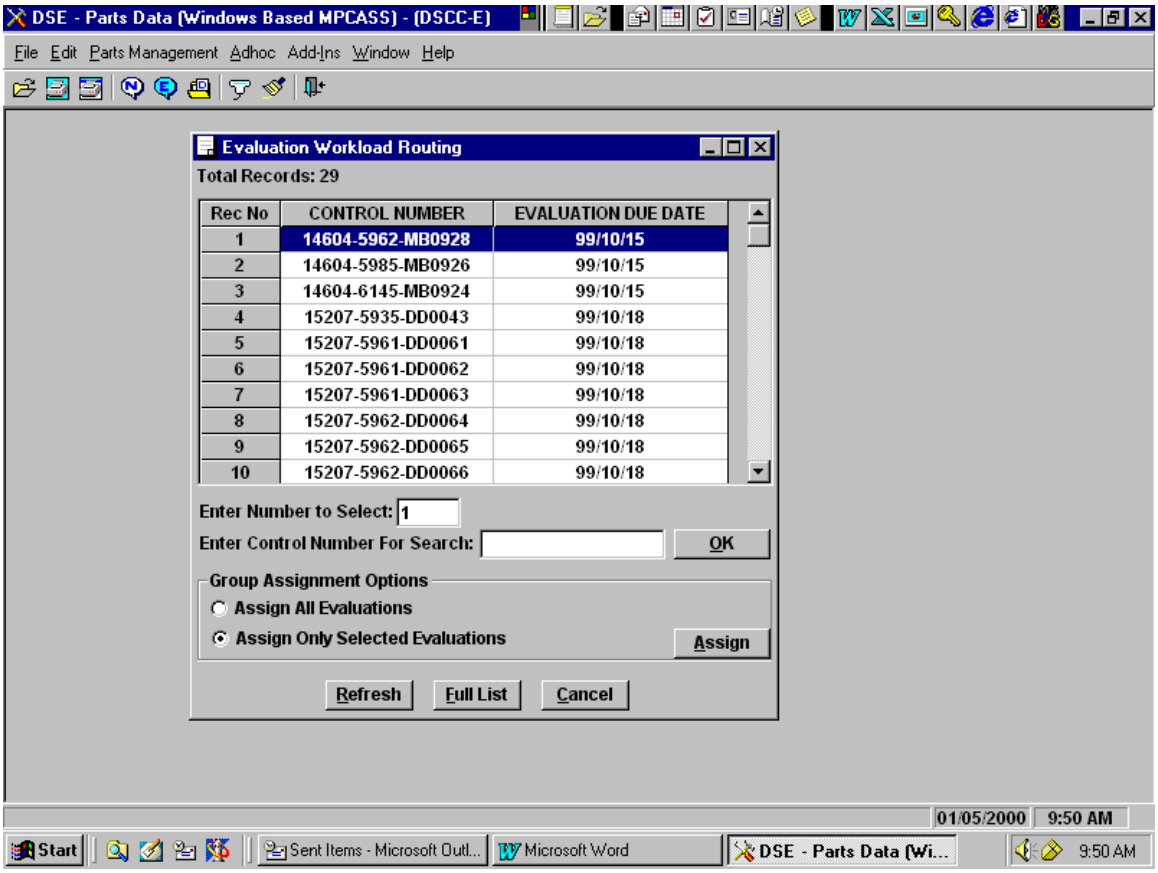

Figure 4.7.7 - EVALUATION WORKLOAD ROUTING

e. Button selections are:

Enter Control Number for Search, then select OK.

Refresh — Use this button to refresh this list from the latest downloads.

Full List — Click on this button to return to a full list of evaluations after search was completed.

Cancel — Selecting Cancel closes this window without action.

f. Radio buttons are:

(1) Assign All Evaluations – All from searched list will be assigned.

(2) Assign Only Selected Evaluations – Only those highlighted will be assigned.