

PART 2 SUPPLY MANAGEMENT PROGRAM OF INSTRUCTION
CHAPTER 1 TRAINING SEQUENCE

SUPPLY CENTER OPERATIONS TRACK

GENERAL SUPPLY SPECIALIST (GS-2001)
SUPPLY SYSTEMS ANALYST (GS-2003)
INVENTORY MANAGEMENT SPECIALIST (GS-2010)

<u>TRAINING SEQUENCE</u>	<u>PROPONENT</u>	<u>TYPE OF TRAINING</u>	<u>HOURS</u>
In-Processing Orientation/DLA Supply Management Career Field Orientation	PLFA-Logistics Program Division	Classroom	Variable
Orientation to DoD and DLA	PLFA-Personnel Office	Classroom	Variable
Orientation to Other Supply Directorates (DPSC interns only)	PLFA-Logistics Program Division	Classroom	Variable
Logistics Management Overview	Contractor	Classroom	40
Basic Skills in Statistics +	Any Accredited Source	Classroom	40
DLA Supply Management	DCPSO	Classroom	120
DoD Depot Operations Management Course + (Not required for DFSC Interns)	ALMC	Classroom	80
Transportation Management Introduction (Not required for DFSC Interns)	NSPDM or Contractor	Classroom	40

+Available by correspondence.

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<u>TRAINING SEQUENCE</u>	<u>PROPONENT</u>	<u>TYPE OF TRAINING</u>	<u>HOURS</u>
Quartermaster Basic Petroleum Course (DFSC interns only)	TRADOC	Classroom	180
DFAMS Training (DFSC only)	DFSC	Classroom	20
Defense Integrated Subsistence Management System (DISMS)/Subsistence System Training (DPSC-S only)	DPSC	Classroom	80
Planning and Conducting Management Audits and Studies (7A-F5-3) (JT)	AMETA	Classroom	40
Directorate of Supply Operations	PLFA-Logistics Program Division	Cross-Training	8 to 40
Internal Management Control Program	PLFA	Classroom	4
Directorate of Contracting and Production	PLFA-Logistics Program Division	Cross-Training	8 to 40
Directorate of Technical Operations (Not required for DFSC Interns)	PLFA-Logistics Program Division	Cross-Training	24
Directorate of Quality Assurance	PLFA-Logistics Program Division	Cross-Training	8 to 16
Directorate of Distribution (Not required for DFSC Interns)	PLFA-Logistics Program Division	Cross-Training	20 to 40
Defense Fuel Region (DFR) (DFSC Interns only)	PLFA-Logistics Program Division	Cross-Training	40
General Supply/ Inventory Management	PLFA-Logistics Program Division	OJT	Variable
Supply Systems Analyst (Center Operations)	PLFA-Logistics Program Division	OJT	Variable

DEPOT OPERATIONS TRACK

GENERAL SUPPLY SPECIALIST (GS-2001)
DISTRIBUTION FACILITIES SPECIALIST (GS-2030)
SUPPLY SYSTEMS ANALYST (GS-2003)

<u>TRAINING SEQUENCE</u>	<u>PROPONENT</u>	<u>TYPE OF TRAINING</u>	<u>HOURS</u>
In-Processing/DoD Depot Operations, Depot Cross Orientation, and DLA Supply Management Career Field Orientation	PLFA/PLFA- Assigned Division Office	Classroom	Variable
Orientation to DoD and DLA	PLFA/PLFA- Personnel Office	Classroom	Variable
Logistics Management Overview	Contractor	Classroom	40
Basic Skills in Statistics +	Any Accredited Source	Classroom	40
DLA Supply Management	DCPSO	Classroom	40
DoD Depot Operations Management +	ALMC	Classroom	80
Transportation Management - Introduction	NSPDM or Contractor	Classroom	40
Hazardous Materials Handling	SMPT or AOCI	Classroom	4
Defense Packaging for Logistics Managers or Any SMPT Basic Packaging Course	SMPT	Classroom	20

+Available by correspondence.

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<u>TRAINING SEQUENCE</u>	<u>PROPONENT</u>	<u>TYPE OF TRAINING</u>	<u>HOURS</u>
Planning and Conducting Management Audits and Studies	AMETA	Classroom	40
Directorate/Division of Quality	PLFA-Assigned Division Office	Cross-Training	40
Distribution Facilities Storage Specialist	PLFA-Assigned Division Office	OJT	Variable
Supply Systems Analyst (Depot Operations)	PLFA-Assigned Division Office	OJT	Variable
Directorate of Contracting and Production (Elective)	PLFA-Assigned Division Office	Cross-Training	20
Directorate of Technical Operations (Elective)	PLFA-Assigned Division Office	Cross-Training	20
Internal Management Control Program	PLFA	Classroom	4

PART 2 SUPPLY MANAGEMENT PROGRAM OF INSTRUCTION

CHAPTER 2 TRAINING DESCRIPTIONS

CLASSROOM TRAINING FOR SUPPLY CENTERS AND DEPOTS

<u>SUBJECT AREA</u>	<u>DESCRIPTION</u>
Basic Skills in Statistics	Proficiency in basic math skills is a prerequisite for this course. It is the responsibility of the applicable directorate of the PLFA to determine and ensure each intern's basic math skills prior to the course. During this training the intern will be introduced to basic statistical concepts and techniques and the methodology for applying these techniques in the solution. This course must be completed prior to the DLA Supply Management Course.
Defense Packaging for Logistics Managers	Through student interaction and guest speaker presentation, interns relate the philosophies, concepts, and practices of military packaging to logistics' management problems. The current status and probable future directions of military packaging, particularly from the viewpoint of the cost-conscious manager are explored. The course relies heavily on case studies and other student participation to enhance individual proficiency of logistics' managers. Lecture/conference subjects include: DoD packaging policy and organizations, packaging as an element of integrated logistic support, reusable container systems, evaluation of preservation and packing operations, Military Standard (MILSTD) 2073 packaging data, resources conservation, packing management, and the National Environmental Policy.
DFAMS Training (DFSC Interns)	Interns will learn about the integrated data base system of Defense Fuel Automated Management System (DFAMS).

<u>SUBJECT AREA</u>	<u>DESCRIPTION</u>
DISMS/Subsistence Systems Training (DPSC-S Interns)	Interns will learn about the integrated data base system of Distributed Mini-computer Systems (DISMS) and about the unique-perishable or semiperishable systems which DISMS will eventually replace.
DLA Supply Management	This course will provide the practical aspects of inventory management in DLA. It will include an introduction to the DLAM 4140.2, Supply Operations Manual, Defense Supply Center, Supply Operating Procedures, Vol. II, in the areas of requirements, determination, requisition processing, inventory accounting Contractor Operated Parts Depot (COPAD), and Paperless Ordering Placement System (POPS). Also, the DLA Weapon Systems Support Program will be covered. Emphasis will be on teaching the skills required to perform these functions.
DoD Depot Operations Management Course (Not required for DFSC Interns)	This course deals with the major depot functions to include the receipt, storage, care, distribution, and control of materiel. The relationship of these functions to other aspects of the logistic's system will also be examined.
Hazardous Materials Handling	The curriculum includes identification and classification of hazardous materials; health and personal safety; packaging, labeling, storing, handling, and transportation procedures; release response; and hazardous materials and hazardous waste laws, regulations, and policies.
In-Processing/DLA Supply Management Career Field Orientation	This course contains an orientation to the Supply Directorate to which the intern is assigned along with a brief overview of the work performed by journeymen of the same job series to which the intern is targeted. It introduces new interns to the DLA supply management field. Trainees will become exposed to the different career fields within supply operations.

<u>SUBJECT AREA</u>	<u>DESCRIPTION</u>
In-Processing/DoD Depot Operations, Depot Cross-Orientation, and DLA Supply Management Career Field Orientation	This course contains an orientation to the PLFA to which the intern is assigned. Also, it contains a brief overview of the work performed by journeymen of the job series to which the intern is targeted. Interns will receive a depot cross-orientation which will include briefings from the Offices of Civilian Personnel, Comptroller, Plans and Management, Property Disposal, and Telecommunications. Interns will be introduced to the DoD supply management field. They will become exposed to the different career fields within depot operations.
Internal Management Control Program	This course provides an overview of the Internal Management Control (IMC) Program and stresses the requirements for conducting risk assessments and internal management control reviews.
Logistics' Management Overview	This course provides an overview of logistics' concepts, principles, and practices through a series of lectures and conferences. The conference portion is designed to discuss with participants where they fit in the logistics' world and how they affect others. Topics include acquisition, distribution, inventory management, life cycle mode, provisioning, maintenance, integrated logistical support, financial management, stock fund, reutilization, security assistance, DoD force structure, cataloging, budget process, requisitioning channels, forecasting, transportation, and logistics' customers.
Orientation to DoD and DLA	This course contains an orientation by the personnel office to the PLFA to which the intern is assigned. It covers such topics as an overview of all Directorates, EEO, employee benefits, etc.

SUBJECT AREA

DESCRIPTION

Orientation to Other
Supply Directorates
(DPSC interns only)

This course contains an overview to the operations at each of the three Supply Directorates: Subsistence, Clothing and Textiles, and Medical.

Planning and Conducting
Management Audits and
Studies

This course covers how to plan and conduct a management study. Topics include the purpose of management studies, types of studies, the approach for conducting a study, development of a plan of action, data collection approaches, documentation, and analysis techniques.

Quartermaster Basic
Petroleum Course
(DFSC Interns Only)

Interns will receive instruction into the petroleum fixed facility operations, field handling equipment, and quality surveillance practices.

Transportation Manage-
ment - Introduction
(Not required for
DFSC interns)

This course provides an overview of U.S. commercial and military transportation systems introducing carrier facilities and services; fundamentals and functions of transportation management, freight classification and tariffs; Military Standard Requisitioning and Issue Procedures (MILSTRIP), Military Standard Transportation and Movement Procedures (MILSTAMP), Military Standard Evaluation Procedures (MILSTEP), and Uniform Materiel Movement and Issue Priority Systems (UMMIPS); mission and functions of Military Airlift Command (MAC), Military Sealift Command (MSC), and Military Traffic Management Command (MTMC).

CROSS-TRAINING FOR SUPPLY CENTER OPERATIONS TRACK

<u>SUBJECT AREA</u>	<u>DESCRIPTION</u>
Defense Fuel Region (DFSC Interns only)	Interns will receive cross-training in all facets of a defense fuel region and its supply point to include the distribution, storing, workload planning, and receiving of bulk petroleum.
Directorate of Contracting and Production	This cross-training is designed to provide the intern with an introduction to the procurement function to include bid, solicitation, contract awards, contract modification, testing and production, and contract administration. Emphasis will be given to the interface between supply and procurement operations during the procurement cycle.
Directorate of Distribution (Not required for DFSC)	Interns will receive cross-training in all facets of the depot system to include receipts processing and documentation, storing, workload planning, receiving, logistics' programs, and transportation.
Directorate of Technical Operations	This cross-training will include the process of standardization, value engineering, and interchangeability and substitution programs; preparation of item description and reprourement packages; and the purpose of Defense Integrated Data System (DIDS) with emphasis on cataloging.
Directorate of Quality Assurance	Interns will receive cross-training in all facets of quality assurance.
Directorate of Supply Operations	Interns will receive cross-training in areas of supply operations other than their assigned functional area. Cross-training will include an understanding of tasks listed in the learning objectives under specific work areas.

CROSS-TRAINING FOR DEPOT OPERATIONS TRACK

SUBJECT AREA

DESCRIPTION

Directorate of
Contracting and
Production

This cross-training is designed to provide the intern with an introduction to the production function to include receiving, contract modification, contract administration, Rapid ROD Interrogation Program (RRIP), and Standard Automated Materiel Management System Teleprocessing (SMMSTEL). Emphasis will be given to the interface between the Directorate of Distribution and procurement operations during the procurement cycle.

Directorate/Division
of Quality (Elective)

Interns will receive cross-training in all facets of the Distribution System Quality Analysis Program, DLAM 4155.8, Quality Assurance Program Manual for DLA Depots.

Directorate of
Technical Operations
(Elective)

The cross-training will include the process of value engineering and interchangeability and substitution programs. It will also include preparation of item description and interpretation of packaging requirements; and the purpose of DIDS.

ON-THE-JOB TRAINING*

<u>SUBJECT AREA</u>	<u>DESCRIPTION</u>
Distribution Facilities Storage Specialist	Interns targeted for the GS-2030 series will receive extensive training in all facets of depot operations. Training will emphasize each area's operation as it interfaces with the assigned division office.
General Supply/ Inventory Management	Interns targeted for GS-2001 and GS-2010 series will receive instruction in the requisition processing systems to include the origin and type of input received, the processing of requisition documents, and the types and use of output produced. OJT for the GS 2010 series will also deal with the overall requirements determination system to include demand accumulation, requirements forecasting techniques, supply control, and material return, excess, and retention.
Supply Systems Analyst (Center Operations)	Interns targeted for the GS-2003 series will gain experience in all facets of the management support function. Major topics of OJT include system changes, developing procedure changes, computer subsystems and their functions, logistics' programs, and expansion of core OJT in requirements, inventory accounting, and requisition processing.
Supply Systems Analyst (Depot Operations)	Interns targeted for the GS-2003 series will receive extensive training in all facets of the distribution function. Major topics of OJT include system changes, developing procedure changes, computer, subsystems and their functions, and logistics' programs.

* Each intern must demonstrate mastery of all tasks listed for their career series before the intern's supervisor can certify completion of the intern's on-the-job training requirement.

PART 2 SUPPLY MANAGEMENT PROGRAM OF INSTRUCTION

CHAPTER 3 LEARNING OBJECTIVES

SUPPLY CENTER OPERATIONS TRACK

GENERAL SUPPLY SPECIALIST (GS-2001)
SUPPLY SYSTEMS ANALYST (GS-2003)
INVENTORY MANAGEMENT SPECIALIST (GS-2010)

Learning tasks for the Supply Center Operations Track Training Sequence are listed at the knowledge level only. All interns should understand the purpose, process, and concept for all 37 tasks listed in this section. Each Supply Center has also designated individual tasks which interns in each series (GS-2001, GS-2003, GS-2010) must not only understand, but must be able to accomplish as part of their OJT. The local Supply Center training coordinator will notify new interns and supervisors which individual tasks they must be able to perform as well as understand.

DISTRIBUTION SUBSYSTEM

1. TASK - IDENTIFY AND DESCRIBE THE MAJOR REQUISITION PROCESSING FUNCTIONS AND THE OPERATION OF THE PROCESSING SYSTEM TO INCLUDE THE ORIGIN AND TYPE OF INPUT RECEIVED, PROCESSING PROCEDURES, AND THE TYPES AND USE OF OUTPUT PRODUCED

GIVEN:

- . Queries, either verbally or in writing, relating to the requisition processing system.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Define and describe the following terms in relation to the operation of the requisition processing system:
 - . MILSTRIP Requisition Format.
 - . UMMIPS.
 - . Maximum release quantity (MRQ).
 - . National stock number (NSN) items.
 - . Non-NSN items-special purchase (SPUR).
 - . Editing computer violations-manager review reentry-total actions (Code ZLL) and manager review reentry-partial actions and substitutions (Code ZLM).

- . Preparing and forwarding passing referral orders.
 - . Manual processing of requisitions.
 - . Issue substitution.
 - . Requisition followup.
 - . Status reply.
 - . Backorders reconciliation.
 - . International logistics.
 - . Procurement for direct delivery.
 - . Requisition cancellations.
 - . Month end followup to depot process for unconfirmed material release orders (MROs).
 - . MRO shipment confirmations.
 - . Requisition status and control file.
- . Describe the functions and operations of a typical inventory control point (ICP) Requisition Processing Branch to include:
- . Major functional areas of responsibility and the interface between these areas within the Requisition Processing Branch.
 - . Relationships between Requisition Processing Branch and other offices, directorates, and activities involved with supply management operations.
2. TASK - IDENTIFY AND DESCRIBE THE PROCESS FOR EDITING AN INCOMING REQUISITION FOR COMPLETENESS AND CORRECTNESS

GIVEN:

- . A series of requisitions some of which contain incomplete and incorrect data.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Identify the incomplete and incorrect data and describe procedures to be followed for correcting errors detected.

3. TASK - IDENTIFY AND DESCRIBE THE PROCESS FOR DETERMINING VALIDITY OF EXCEPTION REQUIREMENTS CONTAINED IN INCOMING REQUISITIONS

GIVEN:

- . A series of incoming requisitions containing exception requirements.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Identify the process used to determine validity of each requirement including descriptive data, or refer to appropriate office for decision.
- . Describe the actions required to amend or requisition for input into Standard Automated Materiel Management System (SAMMS) as required.

4. TASK - IDENTIFY AND DESCRIBE THE PURPOSE FOR CODING A DLA FORM 934, EXCEPTION REQUISITION DOCUMENT DATA INPUT, FOR AN NSN ITEM REQUISITION

GIVEN:

- . A requisition for an NSN item.
- . A blank DLA Form 934.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Describe the purpose of coding a DLA Form 934.
- . Identify the process for coding a DLA Form 934 and forwarding in accordance with local policy.

5. TASK - DESCRIBE THE PURPOSE FOR REQUISITION HISTORY FILES

GIVEN:

- . Requisition history file, SAMMS printout, the active requisition control and status file, and SAMMS remote printout.

STANDARD - The intern will be able to:

- . Identify the process used to interpret requisition history files.

6. TASK - DESCRIBE THE PURPOSE FOR THE CONTROLLED VIOLATION LISTING AND THE CONTROLLED VIOLATION FOLLOWUP LISTING

GIVEN:

- . A series of controlled violation listings and a series of violation followup listings.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Identify and describe types of violations found in the listing.
- . Describe the process to take appropriate action to correct erroneous data.

7. TASK - DESCRIBE THE PROCESS FOR FOLLOWUP REQUESTS (DOCUMENT IDENTIFIER CODE (DIC) AFC

GIVEN:

- . A series of followup requests on requisitions.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Determine current status of requisitions.
- . Determine proper response to requests.
- . Describe the process for reentry of data into SAMMS.

8. TASK - DEFINE THE PROCEDURES FOR PROCESSING HIGH PRIORITY REQUISITIONS AND FOLLOWUPS RECEIVED BY TELEPHONE AND WRITTEN MEANS

GIVEN:

- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Identify various status and advice codes.
- . Provide status and stock information.
- . Identify off-line MROs.
- . Identify the process for inputting requisitions into real time processing or prepare DLA Form 934 for key punch.

9. TASK - DESCRIBE THE PROCESS FOR IDENTIFYING AND RESOLVING CRITICAL SUPPLY PROBLEMS

GIVEN:

- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Identify when new or additional procurements should be made.
- . Identify when inventories should be taken.

- . Identify when to recoup material from property disposal.
 - . Describe the process for authorizing items or alternate sources.
 - . Describe the process for initiating lateral support.
10. TASK - DESCRIBE THE PURPOSE FOR ANALYZING RECURRING SUPPLY PROBLEMS ON A SYSTEMATIC BASIS

GIVEN:

- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Identify trends that result from supply problems.
- . Identify causes of supply problems.
- . Describe the process for recommending corrective action.

11. TASK - DESCRIBE THE PURPOSE FOR PROCESSING A SUPPLY ASSIST REQUEST (SAR)

GIVEN:

- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD: - The intern will be able to:

- . Identify what actions are necessary depending on status of customers' requisition.
- . Screen DLSC files to determine customer excess.
- . Describe the purpose of coordination with the Directorate of Technical Operations for possible substitution and fabrication and possible higher assembly.
- . Identify problems and possible solutions.
- . Select the most appropriate solution to the problem.
- . Describe the process for preparing an outgoing message in response to a SAR.

12. TASK - IDENTIFY AND DESCRIBE THE MAJOR INVENTORY ACCOUNTING FUNCTIONS AND THE OPERATION OF THE ACCOUNTING SYSTEM TO INCLUDE ORIGIN AND TYPES OF INPUT RECEIVED, ACCOUNTING PROCEDURES, AND TYPE AND USE OF OUTPUTS PRODUCED

GIVEN:

- . Queries, either verbally or in writing, relating to inventory accounting system.

STANDARD - The intern will be able to:

- . Define and describe the following terms in relation to the operation of the inventory accounting system:
 - . Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) and MILSTRIP.
 - . Logistical reassignments to include capitalization and decapitalization transactions.
 - . Accounting for inventories on loan.
 - . Resolving discrepancies.
 - . Updating inventory category codes in the national inventory record (NIR).
 - . Inventory adjustments.
 - . Causative inventory research.
 - . Due-in/receipt processing and control.
 - . Physical inventory performance reporting.
 - . Location record audit.
 - . Materiel release denial research.
 - . Types of inventories.
- . Describe functions and operation of a typical Inventory Accounting Branch to include:
 - . Major functional areas of responsibility and the interface between the areas within the Inventory Accounting Branch.
 - . Relationship between Inventory Accounting Branch and offices, directorates, and other activities involved with supply management operations.

13. TASK - DESCRIBE THE PURPOSE OF TRANSACTION HISTORY FILES

GIVEN:

- . DLAM 4140.2, Volume II, Part 3, Appendixes E and F.

STANDARD - The intern will be able to:

- . Analyze and describe the transactions by document identifier and determine how they affect the balance.

14. TASK - DESCRIBE THE PURPOSE FOR ADJUSTING INVENTORIES

GIVEN:

- . A requirement for mandatory research, F-13, F-16, and F-289 SAMMS output, reports.
- . Access to SAMMS, DLAM 4140.2, Volume II, Part 3, Appendixes E and F, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Describe the process for conducting required research.
- . Describe the process for initiating necessary inventory adjustment actions based on research findings.

15. TASK - DESCRIBE THE PURPOSE AND PROCESS FOR RESOLVING CUSTOMER AND DEPOT DISCREPANCIES

GIVEN:

- . A series of Reports of Discrepancy (RODs).
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Identify necessary actions to resolve discrepancies to include authorizing credit, initiating tracer action, furnishing disposition instructions, debiting bills, and adjusting stock record accounts.

16. TASK - DESCRIBE THE PURPOSE FOR INITIATING TRACER ACTION FOR MISSING RECEIPTS

GIVEN:

- . A requirement for tracer action based upon delinquent resupply or followup actions.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Determine appropriate types of followup.
- . Identify followup procedures.
- . Describe the process for clearing/adjusting accountable records when necessary.

REQUIREMENTS SUBSYSTEM

17. TASK - DESCRIBE THE PURPOSE FOR THE REQUIREMENTS FORECASTING PROCESS AND IDENTIFY MAJOR FORECASTING TECHNIQUES

GIVEN:

- . Queries, either verbally or in writing, relating to requirements determination.

- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Describe the impact of shelf life restrictions to requirements forecasting.
- . Define the term "demand accumulation" and describe its use in requirements forecasting.
- . Interpret the derived forecast on the standard supply control study (SSCS) and describe procedures for making necessary corrections.
- . Define the following terms and describe their use in requirements forecasting:
 - . Mobilization requirements.
 - . Applicable nonrecurring demand percentage (ANRDP).
 - . Single and double exponential smoothing/quarterly forecast demand (QFD).
 - . Mean absolute deviation (MAD).
 - . Tracking signal.
 - . Numeric stockage objective (NSO) items.
 - . Safety level.
 - . Economic order quantity (EOQ)/procurement cycle.
 - . Administration and production lead times.
 - . Reorder point.
 - . Unprogrammed customer forecast and special program requirements.

18. TASK - IDENTIFY AND DESCRIBE BASIC SUPPLY CONTROL FUNCTIONS AND RESPONSIBILITIES

GIVEN:

- . Queries, either verbally or in writing, relating to supply control.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able:

- . Identify work priorities.
- . Describe the relationship between the DLSC total item record (TIR) files and the supply control file (SCF).
- . Interpret and describe the various types of supply control actions which originate from the review of the SSCS.
- . Define and describe the relationship of the following terms to supply control operations:
 - . Family relationships.
 - . Recording demands.
 - . NIR and demand history record.

- . New item requirements.
- . Specialized support depots/direct supply support points.
- . Retention/disposal of materiel.
- . Provisioning.

19. TASK - DESCRIBE THE FUNCTIONS AND OPERATIONS OF AN INVENTORY MANAGEMENT DIVISION

GIVEN:

- . A requirement to demonstrate knowledge by responding to queries, either verbally or in writing, concerning an Inventory Management Division's function and operation.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Describe the areas of responsibility within the Inventory Management Division.
- . Describe the relationship between the Inventory Management Division and other offices, directorates, and activities involved with supply management operations.

20. TASK - DESCRIBE HOW TO PROCESS A BUY STUDY

GIVEN:

- . SSCS with reason for the study codes: RP (Reorder Point) and IB (Manager Forces Procurement).
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Determine accuracy of header data.
- . Identify demand trends.
- . Describe the process to adjust elements of SSCS as required based on:
 - . Validating on hand/due-in assets.
 - . Consideration of mechanically forecasted customer returns.
- . Identify the steps required to compute reorder point level.
- . Project reorder point breach.
- . Determine whether procurement action is required and adequately justifies decision.
- . Compute dollar demand of procurement.
- . Identify appropriate actions to initiate purchase request or cancel recommended buy.

21. TASK - IDENTIFY ACTIONS REQUIRED TO PROCESS STUDIES OTHER THAN BUY STUDIES

GIVEN:

- . SSCS with reason for study codes other than the study code RP/IB.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Describe the conditions which generates the SSCS and corresponding reason for study codes.
- . Determine type of action required, if any.

22. TASK - DESCRIBE THE PURPOSE OF THE LOW VALUE PROCUREMENT LISTING

GIVEN:

- . A series of bypass studies.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Determine appropriate action to cancel, increase, or decrease bypass quantity.
- . Describe the process for completing and inputting appropriate data based on determination.

23. TASK - DESCRIBE THE PURPOSE AND TYPES OF DUES-IN

GIVEN:

- . A series of SAMMS products containing data relating to dues-in.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Analyze and validate due-in assets.
- . Determine whether action is required and adequately justifies determination.
- . Initiate appropriate action, if required.

24. TASK - DESCRIBE THE PURPOSE FOR DISPOSAL OF NONREQUIRED ASSETS

GIVEN:

- . A series of long supply control studies and/or SSCS with appropriate study codes.
- . Access to required regulation, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Identify and describe the types of actions initiated from review of long supply control studies.
- . Interpret selected data contained in a long supply control study.
- . Determine whether to retain or dispose of materiel and adequately justify determination.
- . Describe the process for initiating appropriate retention or disposal action based on determination.

25. TASK - PERFORM FRONT END OR FINAL ASSET SCREENING

GIVEN:

- . Appropriate SSCSs.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Identify and locate available assets.
- . Validate condition of asset.
- . Determine whether or not to recoup material.
- . Initiate appropriate action based upon determination.

26. TASK - DESCRIBE THE PURPOSE FOR STOCK REDISTRIBUTION ACTIONS

GIVEN:

- . A series of SSCSs and/or SAMMS products with appropriate study codes.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Determine requirement for redistribution action and adequately justify decision.
- . Compute quantities to be redistributed.
- . Describe the process for taking appropriate action to initiate redistribution.

27. TASK - DESCRIBE THE PROCESS FOR REVIEWING/RELEASING ESTABLISHED BACKORDERS

GIVEN:

- . Selected SSCSs and SAMMS products.
- . Access to required regulations, manual, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Define type of backorder.
- . Determine if release of backorders is appropriate in accordance with current policies/procedures.
- . Describe the process for initiating appropriate release action.

28. TASK - DESCRIBE THE CUSTOMER EXCESS REPORTING PROCESS

GIVEN:

- . A series of SSCSs with reason for the study code CR FR and/or number FO 37 Customer Report of Excess.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Determine whether to accept with or without credit or to reject report of excess.
- . Define review levels.
- . Describe the process for initiating appropriate action based upon determination.

29. TASK - INITIATE CATALOGING ACTION

GIVEN:

- . A series of forms/studies which contain information requiring cataloging action.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Determine type of action required (add, change, delete).
- . Initiate appropriate cataloging action as required.

30. TASK - DESCRIBE THE PURPOSE AND TYPES OF ACTION TO REDUCE NON-READY FOR ISSUE MATERIAL

GIVEN:

- . F-064 Report and other SAMMS products.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Define condition codes and required documentation.
- . Determine responsible office and appropriate action.
- . Describe the process for initiating action as required.

31. TASK - IDENTIFY AND DESCRIBE THE PROCESS BY WHICH REQUISITIONS ARE REFERRED FOR ITEM MANAGER REVIEW

GIVEN:

- . DLAM 4140.2, Volume II, Part 3, Appendix E-127.
- . Controlled violation, DIC ZLL, output for item manager (IM) processing.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Identify reason for referral.
- . Identify the codes for referral of reentries including split action, passing orders, substitutions, cancellations, direct delivery, directed issue from stock, post/post, and backorder.
- . Describe the process for correcting and reentering violations.

32. TASK - DESCRIBE THE AUTOMATIC DATA PROCESSING (ADP) ENVIRONMENT AT THE SUPPLY CENTER

GIVEN:

- . Briefing on ADP systems pertinent to the functional area.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Describe the interface between the various ADP systems pertinent to the functional area.
- . List the baseline schedule and timetable needed to process transactions.

33. TASK - DESCRIBE THE DIFFERENCE BETWEEN A STANDARD AUTOMATED INFORMATION SYSTEM (AIS) AND A UNIQUE AUTOMATED INFORMATION SYSTEM (UAIS)

GIVEN:

- . Several problem analysis sheets.
- . Several system change requests.
- . Several requests for local mechanized system support/change.

STANDARD - The intern will be able to:

- . Discuss how each of the above documents relates to standard AIS and UAIS and explain under what conditions each is initiated.

34. TASK - DESCRIBE THE PURPOSE OF LOCAL CHANGES TO SAMMS PROCEDURES AND STAFF MEMORANDA

GIVEN:

- . SAMMS Manual, DLAM 4140.2, Volume II.
- . Local Staff Memorandum, Instructions for Preparing and Processing Staff Memoranda.
- . Copies of current staff memoranda and local changes.

STANDARD - The intern will be able to:

- . Differentiate between local changes and a staff memorandum.
- . State when a local change or a staff memorandum should be developed for specific situations.
- . Describe the process for assisting an analyst in preparing both local change and staff memoranda.

35. TASK - DESCRIBE THE PRIMARY FUNCTION OF EACH OF THE SUBSYSTEMS OF SAMMS

GIVEN:

- . Copies of computer output from SAMMS.
- . Access to SAMMS manuals.

STANDARD - The intern will be able to:

- . List the subsystems of SAMMS.
- . Describe the primary function of each subsystem.
- . Describe in general terms the types of computer output products provided by each subsystem.

36. TASK - DESCRIBE THE PURPOSE OF VARIOUS LOGISTICS' PROGRAMS APPLICABLE TO THE INTERN'S SUPPLY CENTER

GIVEN:

- . A series of job assignments each dealing with a specific logistics' program.

STANDARD - The intern will be able to:

- . Describe the nature and purpose of each of the following:

- . Artic resupply.
- . Excess program.
- . Materiel returns program.
- . DLA weapon systems support program.
- . Commercial commodity acquisition program.
- . COPAD and POPS.
- . Reutilization Program.
- . Define defense inactive item program (DIIP).

37. TASK - IDENTIFY AND DESCRIBE THE PURPOSE FOR INTERNAL MANAGEMENT CONTROLS, REGULATORY REQUIREMENTS, AND PROCEDURES FOR RISK ASSESSMENTS AND INTERNAL MANAGEMENT CONTROL REVIEWS

GIVEN:

- . Queries, either verbally or in writing, relating to the internal management control program.

STANDARD - The intern will be able to:

- . Describe and identify legal and regulatory guidance.
- . Understand how IMC fits into the management process.
- . Understand the purpose and procedures for risk assessments.
- . Understand the purpose and procedures for IMC reviews.
- . Recognize alternative risk assessments and IMC reviews.

DEPOT OPERATIONS TRACK

GENERAL SUPPLY SPECIALIST (GS-2001)
SUPPLY SYSTEMS ANALYST (GS-2003)
DISTRIBUTION FACILITIES SPECIALIST (GS-2030)

1. TASK - DESCRIBE THE ADP ENVIRONMENT AT THE DLA DEPOT

GIVEN:

- . Briefings on the ADP systems operational within the functional area.
- . Access to the regulations, manuals, forms, files, and local procedures applicable to the ADP environment.

STANDARD - The intern will be able to:

- . Describe the interface between the various ADP systems operational within the functional area.
- . List the baseline schedule and timetable needed to process transactions.

2. TASK - DESCRIBE THE DIFFERENCE BETWEEN AN AIS AND UAIS

GIVEN:

- . Several problem analysis sheets.
- . Several system change requests.
- . Several requests for local mechanized system support/change.

STANDARD - The intern will be able to:

- . Discuss how each of the above documents relates to standard AIS and UAIS and explain under what conditions each is initiated.

3. TASK - DESCRIBE THE PRIMARY FUNCTION OF EACH OF THE SUBSYSTEMS OF MECHANIZATION OF WAREHOUSING AND SHIPMENT PROCEDURES (MOWASP) AND DLA WAREHOUSING AND SHIPPING PROCEDURES (DWASP)

GIVEN:

- . Copies of computer output from MOWASP/DWASP.
- . Access to MOWASP/DWASP manuals.

STANDARD - The intern will be able to:

- . List the subsystems of MOWASP/DWASP.
- . Describe the primary function of each subsystem.
- . Describe in general terms the types of computer output products provided by each subsystem.

4. TASK - DESCRIBE THE PURPOSE OF VARIOUS LOGISTICS' PROGRAMS APPLICABLE TO THE DEPOT TO WHICH YOU ARE ASSIGNED

GIVEN:

- . A series of job assignments, each dealing with a specific logistics' program.

STANDARD - The intern will be able to:

- . Describe the nature and purpose of logistics' programs applicable to the depot to which you are assigned to include but not limited to the following:

- . Artic resupply.
- . Excess program.
- . Materiel returns program.
- . DLA weapon systems support program.
- . Contractor operated parts depot (COPAD) if available at intern's depot.

5. TASK - DESCRIBE THE DEPOT INVENTORY ACCOUNTING SYSTEM

GIVEN:

- . DLAM 4140.2, Vol. II, and DLAM 4140.2, Vol. III, Supply Operations Manual, Defense Depot Transportation and Supply Procedures.
- . Various types of inventory research data.
- . NIR, transaction history file (THF), and due-in file (DIF) printouts.
- . Access to the active contract file (ACF).

STANDARD - The intern will be able to:

- . List all elements of the inventory accounting system.
- . List the types of inventories that are performed and describe how each is conducted.
- . Describe the uses made of data obtained from inventory research.
- . Conduct causative research.
- . List the steps involved in receipt, due-in, and discrepancy report processing, and violations.
- . Interpret the ACF, NIR, THF, and DIF printouts.

6. TASK - DESCRIBE THE REQUISITION PROCESSING SYSTEM

GIVEN:

- . DLAM 4140.2, Vols. II and III, and related procedures.
- . DoD 4000.25-1-S1, MILSTRIP Routing Identifier and Distribution Codes.
- . DLAR 4410.1, Uniform Materiel Movement and Issue Priority System (UMMIPS).
- . Active and inactive requisition status file and requisition history file printouts.
- . Various requisition-related documents.

STANDARD - The intern will be able to:

- . List the major uses of DLAM 4140.2 and DoD 4000.25-1-S1 and describe the interrelationship between them.
- . Describe the method to determine priorities of requisition and the timeframes for processing.
- . Trace the requisition processing system from the initiation of the requisition to customer receipt.
- . Describe procedures for processing various requisition-related documents to include the followup, cancellations, and passing orders.
- . Use the active and inactive requisition status file and the requisition history file printouts.

7. TASK - ASSIST SENIOR ANALYST/MANAGER IN MOWASP/DWASP SYSTEM IMPLEMENTATION, REVISION, AND/OR UPDATE

GIVEN:

- . DLAM 4140.2, Vol. III and DLA ASP User's Manual.
- . MOWASP/DWASP quarterly change statements/working documentation.
- . Instructions for preparing and processing staff memoranda.
- . Copies of current staff memorandum and local changes.

STANDARD - The intern will be able to:

- . Review quarterly changes for correctness.
- . Determine whether local change/staff memorandum must be revised or prepared.
- . Determine changes that are applicable to the functional area.
- . Conduct/Coordinate training of changes applicable to the functional area.

8. TASK - IDENTIFY AND RESOLVE MOWASP/DWASP SYSTEM MALFUNCTIONS

GIVEN:

- . DLAM 4140.2, Vol. III and related appendixes.
- . DWASP User's Manual and related procedures.

STANDARD - The intern will be able to:

- . Research manuals to determine correct systems flow.
- . Determine if a system problem exists.
- . Take corrective action by contacting appropriate functional specialists.

9. TASK - PERFORM STUDIES RELATED TO MOWASP/DWASP SYSTEMS FLOW AND OPERATION

GIVEN:

- . DLAM 4140.2, Vol. III and related appendixes.
- . DWASP User's Manual and related procedures.

STANDARD - The intern will be able to:

- . Conduct meetings to gain additional information about MOWASP/DWASP system problems/solutions.
- . Write position papers and informal studies which relate to the MOWASP/DWASP systems and functional operations.

DISTRIBUTION MANAGEMENT

10. TASK - DESCRIBE THE PROCESS OF CONDUCTING A STORAGE ALLOCATION STUDY AND THE LAYOUT OF A STORAGE AREA

GIVEN:

- . A requirement for additional storage space or a change to existing storage space.
- . A list of items to be stored.
- . Storage characteristics for each item.
- . Access to DoD 4145.19-R, Storage and Warehousing Facilities and Services, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Utilize existing storage aids.
- . Recommend replacement storage aids.
- . Analyze the given requirements.
- . Prepare appropriate charts and narrative to describe the current and proposed storage allocation.

- . Recommend appropriate revision to current storage practices.
- . Plan the layout of the storage area in a manner in which all items can be properly stored according to their storage characteristics.

11. TASK - DEVELOP AND COORDINATE REQUIREMENTS FOR MECHANIZED MATERIAL HANDLING EQUIPMENT, STORAGE AIDS, AND/OR OPERATING SUPPLIES

GIVEN:

- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Determine availability of assigned materials handling equipment (MHE) and develop requirements for replacement.
- . Develop a utilization and down time report for MHE.
- . Develop requirements for storage aids and/or operating supplies for a specific operating area.

12. TASK - CONTROL THE DISTRIBUTION AND PROCESSING OF ALL MROs AND DISPOSAL RELEASE ORDERS (DROs)

GIVEN:

- . A series of processing documents to include MRO/DRO, shipment planning worksheets (SPWs), and MOWASP/DWASP workload reports.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Describe the purpose of each document.
- . Interpret specific data contained in each document.
- . Identify distribution requirements for each document.
- . Distribute MROs/DROs to appropriate Warehousing Division.
- . Prepare the workload/forecast report.
- . Prepare an exception MRO.
- . Identify and describe the Save All Valuable Equipment and Supplies (SAVES) Program.

13. TASK - ANALYZE DEPOT OPERATIONAL EFFECTIVENESS

GIVEN:

- . A requirement to analyze the operational effectiveness of a given area.

- . Access to required regulations, manuals, forms, files, and local procedures.
- . Current depot performance indicators, i.e., on time receipt processing, on time shipping, denial rate.

STANDARD - The intern will be able to:

- . Determine types of data needed for the analysis.
- . Collect the data.
- . Interpret the data collected.
- . Recommend appropriate remedial action to be taken as a result of the analysis.

14. TASK - CONDUCT AN INVENTORY

GIVEN:

- . A requirement to conduct both a scheduled (type A) and an unscheduled (type C) inventory.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Follow appropriate inventory procedures while participating in all types of inventories.
- . Analyze findings reflecting both the scheduling and count sections.
- . Recommend appropriate remedial action to be taken as a result of the analysis.
- . Participate in all phases of inventory scheduling, including terminal input operations.
- . Identify and describe sensitive inventory items special requirements.

15. TASK - PLAN/CONDUCT LOCATION SURVEY

GIVEN:

- . A requirement to conduct a location survey.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Comply with appropriate survey procedures.
- . Analyze the survey results.
- . Recommend appropriate corrective action.

16. TASK - DESCRIBE THE PURPOSE OF AND ANALYZE THE DEPOT BALANCE AND TRANSACTION REGISTER (DB&TR)

GIVEN:

- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Describe how transaction registers are maintained and established.
- . Describe the resolution of causative analysis results with the Defense Supply Center (DSC).
- . Identify factors contributing to inaccurate counts and recommend corrective action.

17. TASK - PERFORM DENIAL RESEARCH

GIVEN:

- . A requirement to perform denial research of no location (No Loc) MROs.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Comply with appropriate denial procedures.
- . Determine cause for No Loc MROs.
- . Initiate and/or recommend corrective action.

18. TASK - IDENTIFY AND DESCRIBE THE ADMINISTRATIVE FUNCTIONS UNDER THE DEPOT SYSTEMS MANAGEMENT BRANCH

GIVEN:

- . Access to DLAM 5810.1, Organization of DLA Field Activities, and related manuals and local procedures.

STANDARD - The intern will be able to:

- . Describe the purpose of the table and control file.
- . Describe the purpose of the Internal Control Program.
- . Describe the purpose and concept of the Work Force Certification Program (WCP).
- . Describe the existing AIS used in support of depot operations.
- . Describe the procedures used by the Depot Systems Management Branch when a new system is installed in the Depot.

RECEIVING

19. TASK - PERFORM UNLOADING - DEPACKING - SORTING FUNCTIONS FOR
RECEIPT OF MATERIEL

GIVEN:

- . Example of different types of commodities received and stored to include customer returns and procurement receipts.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Properly unload new and returned materiel and check for damage and documentation discrepancies.
- . Sort/stage materiel for processing.
- . Describe the receipt procedures and different types of inspection.
- . Identify and describe receipt documents required and the distribution of these documents.
- . Identify proper storage location and techniques for movement of materiel to the storage location.

20. TASK - DESCRIBE THE REQUIRED ACTIONS TO ASSURE PROPER
PRESERVATION, PACKAGING, PACKING, MARKING, CONTAIN-
ERIZATION, AND UNITIZING OF MATERIEL

GIVEN:

- . Examples of new materiel receipts and in-storage items.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Describe the general principles to be followed in making decisions regarding preservation, packaging, packing, marking, containerization, and unitizing.

21. TASK - PROCESS AND MAINTAIN RECEIVING SUPPLY DOCUMENTATION AND
CHANGES IN ITEM DATA ELEMENTS TO THE LOCATOR FILE

GIVEN:

- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Describe the maintenance status and followup on receipt processing which assures accomplishment within prescribed timeframes.
- . Describe how to initiate action and followup to obtain disposition instructions for undocumented, unidentifiable, discrepant, and under litigation receipts.
- . Describe how the item data elements of the depot master locator file is maintained.
- . Describe how the data elements affect transportation planning.

22. TASK - PROCESS RECEIPT UNDER DWASP PROCEDURES

GIVEN:

- . Access to DWASP procedures, documentation, and formats.
- . Access to data entry equipment.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Process a receipt.
- . Access receipt information data request (RIDR).
- . Process the inspection/verification notice (I/VN).
- . Complete the data elements of the materiel movement document (MMD).
- . Demonstrate the proper use of a Logistic Applications of Automated Marking and Reading Symbols (LOGMARS) scanner.
- . Prepare a discrepancy report using the automatic discrepancy reporting system (ADRS).

23. TASK - PERFORM SURVEILLANCE INSPECTION OF MATERIEL

GIVEN:

- . Access to request for inspection.
- . Access to the various MOWASP generated listings.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Perform reclassification of items.
- . Identify packaging requirements.
- . Describe the process of the Shelf Life Program.

24. TASK - PERFORM A LIMITED TECHNICAL INSPECTION OF MATERIEL

GIVEN:

- . Access to data entry equipment.
- . Access to the contract technical data file (CTDF).
- . Access to specifications, blueprints, and engineering drawings.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Perform a limited technical inspection of incoming materiel.
- . Properly interpret specifications for the materiel being inspected.
- . Read the appropriate blueprint and/or engineering drawing.
- . Properly use required measuring equipment.

WAREHOUSING

25. TASK - STORE MATERIEL

GIVEN:

- . Materiel requiring storage.
- . Receipt and storage documents.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Describe procedures for storing materiel.
- . Identify and describe use of the applicable receipt and storage documents.

26. TASK - PERFORM THE FUNCTIONS OF A STOCK SELECTOR

GIVEN:

- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Interpret MRO/DRO.
- . Read and interpret warehouse storage location.
- . Select and assemble stock for shipment.
- . Complete the required data elements on the MRO/DRO.
- . Initiate forms required to maintain accurate stock location data (i.e., deletions and additions).
- . Initiate/process bin replenishment orders (BROs).

- . Affix storage location identification (SLID) label to appropriate locations.
- . Perform rewarehousing actions.

27. TASK - PACK AND/OR CONSOLIDATE SHIPMENT UNITS

GIVEN:

- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Pack various shipments (i.e., freight, United Parcel Service (UPS), United States Postal Service (USPS), and Weapon Systems Pouch (WSP)).
- . Mark in accordance with mechanization of freight and shipping terminals (MOFAST) and the current MILSTD 129, Marking for Shipment and Storage.
- . Sort, separate, and annotate MRO as required by local procedures.

TRANSPORTATION

28. TASK - IDENTIFY AND DESCRIBE THE MAJOR TRAFFIC MANAGEMENT FUNCTIONS

GIVEN:

- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Describe use of and interpret Government Bills of Lading.
- . Describe how to maintain tariff and tender files.
- . Describe the procedures for processing a Discrepancy in Shipment Report (DISREPs).
- . Describe the function and purpose of the MTMC.
- . Describe the purpose of the Carrier Performance Program and how it relates to the Transportation Officer.

29. TASK - DESCRIBE THE SHIPMENT PLANNING OPERATIONS

GIVEN:

- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Describe the use of and interpret shipment schedules.
- . Describe the procedures for controlling shipment and determining shipment status.
- . Describe the MILSTAMP and MILSTEP documents, intransit data cards, and the Reports of Shipment (RESHIP).
- . Describe the Automated SEVAN Shipment Planning (ASSP).
- . Describe the procedure for order, release, and dispatch of the carrier's equipment.
- . Describe the Guaranteed Traffic Program.
- . Describe the Enhanced DLA Distribution System (EDDS).

30. TASK - PLAN FREIGHT OPERATIONS

GIVEN:

- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Describe procedures for consolidation of shipment units into transportation units.
- . Describe the staging process.
- . Describe the procedures for detention/demurrage charges.

QUALITY CONTROL

31. TASK - DESCRIBE THE PURPOSE AND FUNCTIONS OF QUALITY CONTROL

GIVEN:

- . A requirement to demonstrate knowledge by responding to queries, either verbally or in writing, relating to Quality Control.
- . Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- . Describe the functions under the Quality Analysis Program.
- . Analyze the Quality Control Program Report.
- . Describe the procedures for processing a DISREP.

32. TASK - IDENTIFY AND DESCRIBE THE PURPOSE FOR INTERNAL MANAGEMENT CONTROLS, REGULATORY REQUIREMENTS, AND PROCEDURES FOR RISK ASSESSMENTS AND INTERNAL MANAGEMENT CONTROL REVIEWS

GIVEN:

- . Queries, either verbally or in writing, relating to the internal management control program.

STANDARD - The intern will be able to:

- . Describe and identify legal and regulatory guidance.
- . Understand how IMC fits into the management process.
- . Understand the purpose and procedures for risk assessments.
- . Understand the purpose and procedures for IMC reviews.
- . Recognize alternative risk assessments and IMC reviews.