

DEFENSE FUEL SUPPLY CENTER TRACK

SUPPLY SYSTEMS ANALYST (GS-2003)

1. TASK - DESCRIBE THE BASIC FEATURES OF DEFENSE FUEL AUTOMATED MANAGEMENT SYSTEM (DFAMS) AND ADP SUPPORT ENVIRONMENT

GIVEN:

- . Automated Information Systems Management Plan (AMP).
- . DFSC-Z training on ADP support environment.
- . DFSC-OP DFAMS training.

STANDARD - The intern will be able to:

- . Describe the basic DFAMS ADP system architecture/records/files, system controls, supply functional processes, telecommunications, and data flow.
- . Describe the basic features of DASC mainframe computer support for DFAMS and telecommunications interfaces with the DFR designated intermediate control point (DICP), DFSC, and supported activities.
- . Describe the basic support roles of the various Divisions of the Office of Telecommunications Information Systems (OTIS).

2. TASK - CONDUCT A FUNCTIONAL REVIEW AND ANALYSIS OF A DFAMS SYSTEM PROBLEM AND PROVIDE A RECOMMENDED SOLUTION

GIVEN:

- . Access to required publications, procedures, documents, files.
- . Supervisory guidance.

STANDARD - The intern will be able to:

- . Research all facets of the problem, gather and document pertinent facts, conduct effective interviews with functional users, coordinate with affected directorates/activities, analyze gathered information, formulate viable alternatives for resolving the problem, effectively document results for required system/procedural change.

3. TASK - PREPARE A DFAMS SYSTEM CHANGE REQUEST AND SUPPORTING METHOD IMPROVEMENT PROJECT SUMMARY (DFSC FORMS 2.68/20.36)

GIVEN:

- . Access to required publications, procedures, documents, files.
- . Required research/review and analysis documentation.
- . DFSCR/DFSC-0 Regulation/Staff Memorandum 4730.1.
- . Supervisory guidance.

STANDARD - The intern will be able to:

- . Develop Military Standard Petroleum System (MILSPETS)/DFAMS formats, codes, procedures, and related information needed to support the system change request, obtain MILSPETS approval, i.e., Proposed Military Change Letter (PMCL) and inform affected activities, e.g., DFAMS Newsletter.
- . Produce a system change request that is clear and complete, complies with MILSPETS/DFAMS standards, resolves any system or procedural problems, effectively satisfies the functional user's needs, and is approved and implemented with only minor changes.

4. TASK - IDENTIFY AND DESCRIBE THE BASIC FEATURES OF THE M204 DATA BASE MANAGEMENT SYSTEM (DBMS) AND DEVELOP SUFFICIENT PROFICIENCY TO MAKE FUNCTIONAL DFAMS INQUIRIES THROUGH THIS SYSTEM

GIVEN:

- . Basic M204 training (CCA/In-house expertise).
- . Access to required system material.

STANDARD - The intern will be able to:

- . Describe available DFAMS online files and understand basic system protocol used by the system.
- . Demonstrate ability to obtain supply management information via terminal inquiry using ad hoc or Menu Driven Inquiry System (MDIS) methods.

5. TASK - IDENTIFY AND DESCRIBE THE BASIC FEATURES OF THE DFAMS MDIS AND DEVELOP SUFFICIENT PROFICIENCY TO MAKE FUNCTIONAL INQUIRIES THROUGH THIS SYSTEM

GIVEN:

- . Basic MDIS training (DFSC-ZW/In-house expertise).
- . Access to required system material.

STANDARD - The intern will be able to:

- . Describe available inquiries and understand basic system protocol used by the system.
- . Demonstrate ability to obtain specific supply management information via terminal inquiry.

6. TASK - LEARN THE BASIC FEATURES OF THE ZENITH Z248 MICROCOMPUTER AND DEVELOP SUFFICIENT PROFICIENCY TO USE THE EQUIPMENT TO PROVIDE SIMPLE STAND-ALONE APPLICATIONS/MANAGEMENT INFORMATION FOR FUNCTIONAL USERS

GIVEN:

- . Basic Z248 Software, dbase III, and graphics training (Contractor Center for End User Support (CEUS) In-house expertise).
- . Access to required system material.
- . DFSC-O Staff Memorandum 4710.8.

STANDARD - The intern will be able to:

- . Develop simple data bases, processes, and procedures for a functional application.
- . Provide supply management information in graph, spreadsheet, or functionally tailored form.
- . Describe required documentation for recurring End User Computer (EUC) applications.

7. TASK - IDENTIFY AND DESCRIBE THE BASIC FEATURES OF THE DISTRIBUTED MINI COMPUTER SYSTEM (DMINS)

GIVEN:

- . Basic DMINS training, CEUS.
- . Access to required system material.

STANDARD - The intern will be able to:

- . Describe the basic features of DMINS and explain the present and future planned utilization of the system.

8. 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.

DLAM 1445.10
APPENDIX A

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.

INVENTORY MANAGEMENT SPECIALIST (GS-2010)

1. TASK - REVIEW AND VALIDATE SERVICE/AGENCY REQUIREMENTS FOR BULK FUEL AND INITIATE PURCHASE REQUESTS

GIVEN:

- . DFSCR 4220.1, Requirements Submission Schedule for Petroleum Products.
- . Service Military Interdepartmental Purchase Request (MIPR); DFR submission of Federal Agency requirements.
- . DFAMS consumption history.
- . Storage facilities data.

STANDARD - The intern will be able to:

- . Analyze usage trends/mission changes and determine quantities to be procured.
- . Analyze contract status monthly to determine adequacy of contract coverage.
- . Develop and defend quantitative budget data.
- . Correspond with Services/Agencies and Procurement and resolve all questions pertaining to bulk requirements and contract terms/delivery conditions.
- . Analyze distribution patterns and develop economic analyses to determine most efficient and cost effective methods of support.
- . Prepare/amend purchase requests.

2. TASK - REVIEW AND VALIDATE SERVICE/AGENCY INTO-PLANE REQUIREMENTS AND INITIATE PURCHASE REQUESTS

GIVEN:

- . DFSCR 4220.1.
- . Service MIPRs.
- . DFAMS contract status and sales data.

STANDARD - The intern will be able to:

- . Analyze usage trends/mission changes and determine quantities to be procured.
- . Analyze contract status reports to determine adequacy of contract coverage and initiate amended purchase requests.
- . Develop and defend quantitative budget data.
- . Correspond with Services/Agencies and Procurement and resolve all questions pertaining to into-plane requirements and contract terms.
- . Prepare purchase requests.

3. TASK - REVIEW AND VALIDATE SERVICE/AGENCY POSTS, CAMPS, AND STATIONS (PC&S)/BUNKER REQUIREMENTS AND INITIATE PURCHASE REQUESTS

GIVEN:

- . DFSCR 422.1.
- . Service MIPRs; Federal Agency requirements.

STANDARD - The intern will be able to:

- . Analyze prior year requirements and delivery modes.
- . Develop and defend quantitative budget data.
- . Correspond with Services/Agencies and Procurement and resolve all questions pertaining to PC&S/Bunker requirements and contract terms.

4. TASK - PERFORM TANKER SCHEDULING FUNCTIONS

GIVEN:

- . Reports Control System (RCS): DLA(W) 1884 (DFSC) bulk petroleum terminal reports.
- . MSC 4020-3 tanker loading reports.
- . MSC 4020-4 tanker discharge reports.
- . MSC movement reports.
- . MSC replots.
- . Supplier/ordering officer information.
- . Schedule cargo amendments.
- . Tanker lift schedules.
- . Tanker daily/weekly arrival schedules.
- . Tanker slates.
- . Contract status information.

STANDARD - The intern will be able to:

- . Develop planned schedules and provide other planning data to ordering officers and MSC.
- . Perform cost effectiveness studies to improve distribution and minimize supply cycle costs.
- . Establish/revise reorder points and resupply cycles and maintain a balance of fuels at tanker supplied terminals/bases.
- . Respond to Navy requests for Consolidations Underway Replenishments (CONSOLs)/Underway Replenishments (UNREPs).
- . Analyze contract awards, inventories, consumption trends, planned storage changes and establish/amend cargoes.
- . Provide item managers information on resupply patterns.
- . Provide input to the MSC ocean transportation requirements forecast.

- . Coordinate with DFSC/OS/Q on stock rotation involving tankers.
- . Provide advice/assistance to Joint Petroleum Offices (JPOs)/DFRs.
- . Participate in presolicitation and preaward discussions and provide advice to procurement.
- . Provide information for the commander's weekly supply operations briefing.
- . Represent the directorate during exercises and emergency operations.

5. TASK - PERFORM TANKER ORDERING FUNCTIONS

GIVEN:

- . DFSCM 4730.2, DFAMS User's Manual.
- . Tanker scheduling information.
- . MSC movement replots.
- . Procurement solicitations.
- . DFAMS contract status and Distribution Plant Authorization (DPA)/Source Identification and Ordering Authority (SIOATH) information.

STANDARD - The intern will be able to:

- . Provide MSC preliminary cargo lift nominations.
- . Place orders with contractor
- . Prepare DD Form 1155, Order for Supplies or Services.
- . Input order information to DFAMS.
- . Monitor active contract status.
- . Provide schedulers/item managers contract status information.

6. TASK - ANALYZE EXCESSIVE DFSP OPERATING VARIANCES/TRENDS AND INITIATE REQUIRED MANAGEMENT ACTIONS

GIVEN:

- . Access to required publications, procedures, documents, files, and DFAMS computer information.
- . Supervisory guidance.

STANDARD - The intern will be able to:

- . Research product lost/gained through terminal operations such as normal evaporation, temperature gauging, minor unmeasurable leaks/spills and handling variances.
- . Identify and analyze excessive losses/gains to determine cause and required management actions.
- . Determine and analyze trends.
- . Recommend remedial actions to improve systems/procedures and prevent future excessive variance.

7. TASK - ANALYZE EXCESSIVE INTRANSIT VARIANCES/TRENDS AND INITIATE REQUIRED MANAGEMENT ACTIONS

GIVEN:

- . Access to required publications, procedures, documents, files and DFAMS computer information.
- . Supervisory guidance.

STANDARD - The intern will be able to:

- . Research product lost/gained during shipment.
- . Identify and analyze excessive losses/gains to determine causes and required management actions.
- . Determine and analyze trends.
- . Recommend remedial actions to improve systems/procedures and prevent future excessive variance.

8. TASK - RESEARCH DETERMINABLE DEFENSE FUEL SUPPORT POINT (DFSP) PRODUCT LOSSES AND INITIATE REQUIRED MANAGEMENT ACTIONS

GIVEN:

- . Access to required publications, procedures, documents, files, and DFAMS computer information.
- . Supervisory guidance.

STANDARD - The intern will be able to:

- . Research product lost from determinable causes such as tank overflows, spills, pipeline breaks, fire, unrecoverable tank bottoms, combat, or major disasters.
- . Determine validity of causes and required management actions.
- . Recommend remedial actions to improve systems/procedures and prevent future occurrences when possible.

9. TASK - ANALYZE THE TIMELINESS/ACCURACY OF TRANSACTIONS REPORTED AND RECORDED IN DFAMS AND INITIATE REQUIRED MANAGEMENT ACTIONS

GIVEN:

- . Access to required publications, procedures, documents, files, and DFAMS computer information.
- . Supervisory guidance.

STANDARD - The intern will be able to:

- . Research the timeliness/accuracy of transactions reported by DFSPs and recorded in DFAMS.

- . Identify and analyze DFSPs which do not meet the DFAMS criteria for reporting/recording transactions and reconciling inventory status (product accountability) records. Determine cause and required management actions.
- . Determine and analyze trends.
- . Recommend remedial actions to improve systems/procedures and meet the DFAMS criteria for reporting/recording transactions and reconciling inventory status records.

10. TASK - REVIEW AND EVALUATE BULK FUEL STOCK ROTATION PROGRAM

GIVEN:

- . Access to required publications, procedures, documents, files, and DFAMS computer information.
- . Supervisory guidance.

STANDARD - The intern will be able to:

- . Develop an annual Bulk Fuel Stock Rotation Plan for disposition of dormant DLA-owned stocks.
- . Ensure that budget projections are provided the Office of Comptroller.
- . Approve the final coordinated plan and monitor the disposition of stock based on quality criteria and required funding.

11. TASK - DESCRIBE ALL RESPONSIBILITIES/TASKS OF GS-2005 SUPPLY TECHNICIANS ASSIGNED TO THE STOCK CONTROL DIVISION

GIVEN:

- . Access to required publications, procedures, documents, files and DFAMS computer information.
- . OJT learning objectives for GS-2005 supply technicians.
- . Supervisory guidance.

STANDARD - The intern will be able to:

- . Provide guidance/assistance as rotational team leader for assigned GS-2005 supply technicians.
- . Provide guidance/assistance to field activities in all matters pertaining to DFAMS transactions reporting/recording, product accountability, and audit trail.
- . Perform effectively as DICP for recording of DFAMS transaction for floating storage DFSPs and special accounts/transactions.

12. TASK - DEVELOP ANNUAL INVENTORY MANAGEMENT PLAN (IMP)

GIVEN:

- . DoD 4140.25-M, Management of Bulk Petroleum Products, Storage, and Distribution Facilities.
- . Propositioned War Reserve Materiel Requirement (PWRMR) and Propositioned War Reserve Materiel Stock (PWRMS) Input from the Services.
- . Recommended Peacetime Stockage Objective (PSO) data from the DFRs.
- . Storage facilities information from the Directorate of Facilities Management and RCS: 1884 reports.
- . DFAMS generated PSO data for DFSPs.

STANDARD - The intern will be able to:

- . Develop a preliminary IMP.
- . Coordinate with the Joint Chiefs of Staff (JCS)/Services/DLA, analyze feedback and revise data.
- . Prepare and distribute a final IMP to DoD/JCS/Commander and Chiefs (CINCs)/Services/DLA.

13. TASK - DEVELOP ANNUAL STOCK FUND BUDGET AND MIDYEAR REVIEW

GIVEN:

- . DoD 4140.25-M.
- . DFSC-O Staff Memo 4140.4.
- . Data call letter from Comptroller.
- . Input from the Services and Inventory Management/Stock Control Divisions.

STANDARD - The intern will be able to:

- . Analyze input and develop a proposed budget for Director's approval.
- . Finalize proposed budget and provide to Comptroller.
- . Review and revise budget in joint Supply/Comptroller meeting.
- . Develop final budget for submission to DLA-C.

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

GIVEN:

- . Describe and identify legal and regulatory guidance.
- . Understand how IMC fits into the management process.

- . Understand the purpose and procedures for risk assessments.
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