

CHAPTER 20

AUTOMATED WORKLOAD DATA

SECTION I - GENERAL

220101 - PURPOSE

This chapter prescribes the policy and procedures for:

- a. The automated accumulation of SAMMS supply work counts in the form of Special Purpose Data (SPD).
- b. The transfer of SPD to Defense Business Management System (DBMS) Labor and Productivity Effectiveness Reporting (LAPER) system.
- c. The administration within SAMMS of the Automated Workload Process.

220102 - SCOPE

The contents of this chapter are applicable to the Office of the Comptroller and Directorate of Supply Operations at DLA Headquarters. At each SAMMS DSC, these procedures apply to the Directorate of Supply Operations (DSO), the Office of the Comptroller, and the Office of Telecommunications and Information Systems (OTIS).

220103 - REFERENCES

- a. DLAM 1100.2, DLA Integrated Management Engineering System Manual.
- b. DLAM 7000.1, DLA Accounting and Finance Manual.
- c. DLAM 7000.3, DLA Defense Business Management System (DBMS) Procedures Manual.
- d. DLAH 4745.2, Volume I, DLA Remote Users Handbook, SAMMS Teleprocessing (SMMSTEL).
- e. Appendix A-56, SAMMS and FLIS Output Routing Codes (ORC).
- f. Appendix A-80, SPD Performance Standard Work Count Codes.
- g. Appendix C-10, SPD Standard Work Count/ORC Table Cross-Reference.
- h. Appendix F-39, Overage Requisition Listing, Part G (ESOC Intensive Management).
- i. Appendix F-379, P200 Automated SPD Work Count Violations.

j. Appendix F-380, SPD Performance Standard Work Counts (Fiscal Year).

220104 - BACKGROUND

a. The allocation of resources within DLA is partly based on the submission of workload information by the Primary Level Field Activities (PLFA) to DLA Headquarters. The accumulated manhour and personnel data are used for work planning, control, and resourcing. Accurate and timely reporting by each PLFA assures correct and efficient allocation of resources throughout the Agency.

b. DIMES Special Purpose Data (SPD) are unique standard work counts established and maintained by the DLA Comptroller's DLA Performance Standards Support Office (DPSSO). SPD standards normally represent tasks that must be performed outside of the system by operating personnel. They serve as agency-wide benchmarks for the comparison of activities having similar work processes. The account code structure in DLAM 7000.1 designates the Materiel Management functional area as Program 200 also referred to as P200. SAMMS supply workload information is reported using the P200 work count designator. These SAMMS supply work counts are automatically provided to DBMS for submittal to HQ DLA.

c. Since a large portion of DLA resourcing is based on SPD standard information it is necessary that SAMMS workload reporting be as accurate as possible. To achieve this, the process described in this chapter was developed to provide system accumulation of the counts and their subsequent automatic transfer to DBMS.

d. The DSC focal point for the DIMES program is the Management Engineering Branch within the Office of the Comptroller. As in the operating environment, throughout this chapter this organization will be referred to as the DIMES Office.

e. The SAMMS Automated Workload Process utilizes several SMMSTEL Verbs as identified in DLAH 4745.2, Volume I. The following is the recommended usage by office for each verb. The actual range of personnel to use the verbs at each DSC will be dependent on local work count and security procedures.

(1) Verb SPTI, NSN/ORC Table, should be limited to designated update personnel in DSO.

(2) Verb SPTM, ORC/Organization Table, should be limited to personnel working in the DSC Comptroller DIMES Office.

(3) Verb SPTS, P200 SPD Automated Work Count System Inquiry, should be restricted to DSO supervisors and DSO personnel responsible for processing work counts.

(4) Verb SBTR, Depot Balance/Transaction Reconciliation Record, should be limited to DSO personnel familiar with DB/TR research and work count processing.

220105 - POLICY

DoD mandates that workload information will be maintained by the Services/Agencies for the purpose of resource planning and budget preparation. DLA accumulates this information through the use of SPD standard counts in accordance with the DLA Integrated Management Engineering System (DIMES). DIMES policy is administered by the DLA Comptroller. The Directorate of Supply Operations, will assist with the implementation of work count policy that impacts DSC DSO.

220106 - RESPONSIBILITIES

a. HQ DLA is responsible for workload policy and administration.

(1) The DLA Comptroller, DLA Performance Standards Support Office (DPSSO), DPSSO-S, is responsible for the development of DLA-Wide SPD standards.

(2) DLA Supply Operations, assists with SPD development by providing input as to the method of count within Supply Operations.

b. DSO is responsible for:

(1) Adherence to the Automated Workload Process through the input of accurate and timely SPD information.

(2) Maintenance of the Automated Workload Process through the review of system outputs; review and correction of violations; the maintenance of the NSN/ORC Table; and the timely notification to the DIMES Office of ORC/Organization table errors and violation corrections.

(3) Notifying and justifying to the DIMES Office when adjustments to SPD counts are required.

(4) The accumulation of Depot Balance/Transaction Register research counts and their input to the Automated Workload Process.

(5) Submission to the DIMES Office information regarding local deviations to the SPD standards.

c. The Management Engineering Branch, Office of the Comptroller, also known as the DIMES Office, is responsible for:

(1) Administering the DSC DIMES program by serving as the focal point for the accumulation and maintenance of SPD workload information.

(2) The evaluation, approval, and input of adjustments to SPD work counts.

(3) The timely update of ORC/Organization Table errors and correction of system violations.

d. The Office of Telecommunications and Information Systems (OTIS) is responsible for the timely execution of Automated Workload Process applications and as required reports.

SECTION II - PROCEDURES

220201 - WORK COUNT ACCUMULATION

a. On a daily basis, DSO will provide to DBMS the SPD standard counts identified in appendix A-80. In order to qualify as a count some of the SPD standards are limited to the specific ORCs identified in appendix C-10.

b. Supply SPD work counts will automatically be accumulated and retained throughout the work day in preparation for input to the daily batch work count process. Counts will be accumulated from several sources within SAMMS.

(1) Work counts will be tallied for each SMMSTEL action to include Verbs SNIR (National Inventory Record Inquiry), SQAF (Combined NIR/Due-In Assets File Inquiry), SOLR (Online Requisition Process), and SARC (Active Requisition Control/Status Inquiry). These verbs are defined in DLAH 4745.2, Volume I.

(2) SAMMS baseline applications will be accessed to extract transactions that meet SPD criteria. This entails manual Requisition actions to include Cancellations, Followups, Document Modifiers, Violations, and ESOC Intensive Management actions; CDCS actions; Receipt Followups; Recommended Buys; Supply Control Studies processed; Manager Review actions; and Backorder Reviews.

(3) Depot Balance/Transaction Register (DBTR) inventory imbalance research actions are not recorded within SAMMS. DSO will manually compute and input these counts to the Automated Workload Process on-line via SMMSTEL Verb SBTR as defined in DLAH 4745.2, Volume I.

c. Daily the work counts batch process will validate the accumulated count data; compute totals by ORC, SPD Number and Category Code; and format the data into Workload Reporting Transactions, DIC YHJ (DLAM 7000.3), for transmission to DBMS Labor and Productivity Effectiveness System.

d. Auxiliary Performance Standard Numbers (AUXPSN) are used to provide visibility of work counts by Category Code within the Special Purpose Data Standard (i.e., SPN). These codes, when required, can be assigned using SMMSTEL Verb SPTM. This verb provides the capability to add, delete and inquiry the PSN Table. Additional Auxiliary PSNs should only be added after it has been determined that the PSNs currently assigned in DLAM 4140.2, Volume II, Part 3, Appendix A-80 will not suffice.

220202 - MAINTENANCE

a. To assure timely and accurate reporting of SPD workload information, maintenance of the P200 SPD Work Count Tables is essential. The NSN/ORC Table is to be maintained by DSO and the ORC/Organization Table will be maintained by the DIMES Office within the Office of the Comptroller. It is the responsibility of DSO to inform the DIMES Office

in a timely manner of ORC/Organization Table errors, updates and omissions.

(1) The NSN/ORC Table identifies for the daily work count batch process which ORC receives the count for supply actions against a specified range of NSNs. The table is maintained through the use of SAMMSTEL Verb SPTI, NSN/ORC Table Maintenance, as described in DLAH 4745.2, Volume I.

(2) The ORC/Organization Table is used by the daily work count batch process for validation. It assures that the correct combination of ORC and Organization has initiated the manual supply action so that an accurate SPD count can be achieved. The wrong combination of DIC/ORC/Organization will be identified on the F-379, P200 Automated SPD Work Count Violations Report. DSO should quickly alert the DIMES Office of errors to assure timely table update. The table is maintained through the use of SAMMSTEL Verb SPTM, ORC/Organization Table Maintenance, as described in DLAH 4745.2, Volume I.

b. Inaccuracies in the P200 SPD Work Count Tables will not suspend the input transaction from processing, however, the transaction will not be included in the input organization's counts. Adjustments to counts as the result of table errors can only be input by the DIMES Office as described below.

c. As the DSCs focal point for the accumulation and maintenance of SPD information, the DIMES Office has the authority to adjust SPD counts. Should conditions warrant, the DIMES Office can adjust counts after the batch processing of SAMMS submitted DIC YHJ transactions. Reasons for SPD adjustments could include loss of data or system failure. SPD counts can be maintained through the use of SAMMSTEL Verb SPTM, SPD Work Count Maintenance. Input errors will be reported on the F-379 Report and distributed to both DSO and the DIMES Office. DSO will annotate corrections on the F-379 Report and send it to the DIMES Office for input.

220203 - REPORTING

a. SPD information is available from either SAMMSTEL on-line inquiries or SAMMS standard hard copy reporting.

b. The DIMES Office is the only organization that can perform SAMMSTEL inquiries for SPD information using Verb SPTM. Verb SPTM options provide the current ORC/Organization Table and SPD historical data. Historical data will include SPD totals for each of the last fifteen months and daily totals for the current and previous month. Totals are accessible by Center or organization.

c. A Verb SPTI inquiry will provide the current NSN/ORC Table status for personnel responsible for the table's maintenance.

d. SAMMS supervisory and work count personnel can inquire SPD information through the use of SAMMSTEL Verb SPTS, P200 SPD Automated Work Count System Inquiry. Verb SPTS options provide the current ORC/Organization Table and SPD historical data. Historical data can include SPD totals for each of the last fifteen months and daily totals

for the current and previous month. Totals are accessible by Center or organization.

e. P200 information is provided through several standard SAMMS hard copy reports. Requests for As Required reports are the responsibility of DSO and should be accomplished in accordance with local scheduling procedures.

(1) F-39, Overage Requisition Listing. Part VII (F-039G) of the report provides DSO a listing of the requisitions requiring ESOC intensive management. It is generated as required at monthend.

(2) F-379, P200 Automated SPD Work Count Violations, provides a daily listing of P200 violations to include Verb SPTM errors and DIC/ORC/Organization table errors. Negative reports will be generated. It is distributed to the DIMES Office and Logistics Program Division within the DSO. DSO will review the violations and forward the corrections to the DIMES Office for input. It is the responsibility of both DSO and the DIMES Office to assure violations and table updates are processed in a timely manner.

(3) F-380, SPD Performance Standard Work Counts. This report provides a summary of fiscal year totals by organization for each SPD work count. It is generated upon request after all adjustments for the fiscal year are accomplished by the DIMES Office. To assure all data within the last fiscal year is included, the report must be processed prior to the end of the calendar year. The report is distributed to DSO, Logistics Program Division and retained for three years.

220204 - SPECIAL PURPOSE DATA FILE

a. SAMMS workload information, ORC/Organization Table and NSN/ORC Table are all stored in the distribution subsystem in the master Special Purpose Data File (SPDF), File Index Number USDMSPDF. The file will contain 15 months of SPD workload information to include:

(1) Monthly totals for all SPD standard counts as identified in appendix A-80 for the DSC and each Organization Code. Totals are also retained for category within SPD standard.

(2) For the current and previous months, daily totals for all SPD standard counts as identified in appendix A-80 for the DSC and each Organization Code. Totals are also retained for category within SPD standard.

b. The SPDF is updated in either of three ways:

(1) A daily batch program will accumulate all SPD inputs to include adjustments from the DIMES Office; total the data by SPD count, category and organization code; and update the file.

(2) At monthend a batch program will purge the oldest month's totals; compute monthend totals for the previous month; and update the file.

(3) The NSN/ORC and ORC/Organization Tables are updated as required through the SAMMSTEL online process.