

APPENDIX E-225 P

PERFORMANCE REPORT SCHEDULE TABLE CARD

1. FORM USED

Appendix B-225, Performance Report Schedule Table Card, DIC ZMM, will be completed on a standard 80 column Data Entry coding sheet.

2. REASON FOR PREPARATION

To add or change a specific line of the Performance Report Schedule Table, to delete variable data, i.e., day of week indicator, F-40 report schedule indicator, or to request a Performance Report Schedule Table Printout, appendix F-253.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Plans and Programs Branch, Management Support Office (MSO), Directorate of Supply Operations (DSO), or its counterpart at DPSC is responsible for the establishment and maintenance of this table.

4. INSTRUCTIONS FOR PREPARATION OF CARD

a. Source of Information.

The F-40 Indicator (Supply Operations Report) may be set on a daily, weekly, biweekly, or monthly schedule or may be varied within a fixed schedule based on current world and/or Agency exigencies by local DSC management echelons or HQ DLA. As a standard practice, this report trigger will be set for each Tuesday during the month and simultaneously with the F-67 Indicator (at month end) so that report totals extracted from the F-40 Reports output during the month are equal to the total months statistics reflected on the F-67 Report. See paragraph 4h, appendix F-253.

b. Preparation of Card.

(1) Any standard 80 column Data Entry guide form may be used as the source document for preparation of this transaction.

(2) Input transaction to be used as an inquiry for printout will reflect Action Code AC in pos. 79-80. Data element fields, pos. 8-10, 12, and 14 may be left blank.

(3) Input transactions intended to revise a specific table line (schedule) during the calendar year will reflect Action Code AA in pos. 79-80 and must properly reflect data in pos. 8-10 and 14. A blank in pos. 14 is extremely significant in that a blank will erase (overlay) report indicator previously recorded in this field.

(4) Input transactions intended to change normal day indicator will also reflect Action Code AA in pos. 79-80 and must properly reflect data in pos. 12 and blanks in pos. 8-10.

(5) At year end, preparatory for next years processing, prepare an input transaction reflecting Action Code AC in pos. 79-80 to obtain an F-253 printout. Review the F-253 output to determine the data elements that require change and prepare input card with Action Code AA in pos. 79-80 to update the table.

#### 5. APPROVAL REQUIREMENTS

Additions, deletions, and revisions to the Performance Report Schedule Table will be approved by the Chief, Plans and Programs Branch, MSO\* DSO\* prior to input for computer processing.

#### 6. DISTRIBUTION OF FORM

The completed Data Entry guide form will be routed to data services for processing into data format for computer input.

#### 7. INSTRUCTIONS FOR PROCESSING RESPONSE TO FORM

The printout of the table, appendix F-253, will be used and filed as indicated in the instructional portions of that appendix.

#### 8. DISPOSITION OF FORM AFTER FINAL ACTION

The completed Data Entry guide form will be destroyed subsequent to computer input.

#### 9. FLOW CHART

Flow chart not required.