

APPENDIX E-325 P

MANAGEMENT DATA REPORT (RCS DLA(M)26(C)MIN)

1. PURPOSE

a. This appendix is applicable to chapter 44 and describes the processes involved in the preparation, submission, distribution and utilization of consolidated Management Data Report (RCS DLA(M)26(C)MIN) by the Defense Supply Center. The RCS DLA(M)26(C)MIN is the primary source of workload and related data used in performance evaluation and overall resources management. Its products in conjunction with related data provide a means to measure effectiveness of field level programs, to evaluate DLA mission performance, and to plan and evaluate long and short range goals and objectives.

b. Procedural details in this appendix cover the development of the RCS DLA (M)26(C)MIN elements of data and the electrical transmission of selected information by means of the Management Data Report Transaction (appendix B-251). Data will reflect activity for the entire reporting month and the reports are to be based on actual count. When actual data are not available, a best estimate will be furnished. Estimated data must be identified as prescribed in appendix B-251 and must be replaced with actual data when available, but in any event not later than the next reporting period.

2. APPENDICES/ANNEXES USED IN THIS PROCESS

- a. Appendix F-51, Materiel Receipt Processing and Analysis.
- b. Appendix F-80, DLA(M)26(C)MIN Report.
- c. Appendix F-207, Provisioning Sensor Report.
- d. DLAM 4130.3, Volume II, Chapter 6, Annexes A and B, Catalog Operations for Standard Automated Materiel Management System (SAMMS).

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Office of Planning and Management, the Directorate of Supply Operations, the Offices of Data Systems, or other organizational unit designated by the DSC.

4. PROCEDURES AND INSTRUCTION

a. Upon receipt of the listings in the format prescribed in referenced appendices/annexes, which will be accompanied by a deck of prepunched Management Data Report Transactions, review all elements of data for accuracy and completeness. Although correctness may not be readily determined in detail during this initial review, a knowledge of normal rates of system performance and workload levels and familiarity with influences upon performance trends and fluctuations will enable qualified analysts to discern questionable areas and locate suspected erroneous or omitted data.

b. If the data in the listings are acceptable, check the computer prepared transactions to assure that the transactions contain all required information for each element of data for which an MIS Line Number and data field have been assigned by DLA-CM. These MIS Line Numbers are shown in referenced appendices and annexes.

c. Due date - Submission of transactions to HQ DLA is due as indicated separately in the RCS 26 glossary for each data item (10th calendar day, 10th workday, or 15th calendar day). When the due date falls on a Saturday, or on a day other than Monday that is a Federal Holiday, data are to be submitted by close of business on the preceding workday. When the due date falls on a Sunday or on a Monday that is a Federal Holiday, data are to be submitted by close of business on the following workday. Cutoff date for accumulating data for reporting is close of business on last day of the month.

d. The Management Information System is a HQ DLA field reporting system which results in a data bank for reports utilized by HQ DLA, Office of Secretary of Defense and Civil Service Commission for management purposes. The value of the DLA Management Information System is measured by the timeliness and accuracy of the data reported. Therefore, whenever it becomes known that the report will be delayed due to communication difficulties, ADPE outage or for other legitimate reasons, it is incumbent upon the DSCs to transmit to DLA-CM via TWX not later than the reporting due date indicated in subparagraph 4c above, reasons for report transmission delay and the extent of delay. DSCs must take appropriate action to ensure that timely and accurate Management Information System data are furnished.

e. Corrections to previous submissions will be prepared in the same format prescribed for regular submissions except that an appropriate action code will be used in position 80 to identify the type of correction. An I punch in pos. 80 is used to insert a complete transaction omitted from a previous submission. An R punch pos. 80 is to replace a computer transaction previously submitted. Detailed instructions are contained in appendix B-251.

f. All input to HQ DLA that deviates from these instructions is rejected. If a reporting activity considers a deviation necessary, approval must be obtained from HQ DLA, (DLA-CM) at least ten days in advance of due date. This will permit time for modification of the HQ DLA edit program prior to transmission of data and preclude a reject action(s).

g. Method of Transmission: Transactions will be transmitted, via AUTODIN, addressed to the DLA Administrative Support Center, (ATTN: DLSC-D), Cameron Station, Alexandria, Virginia, using routing indicator RUEBDSA. Content indicator code DHBE applies.

5. FLOWCHART

Flow chart not required.