

February 29, 1988

MEMORANDUM FOR: Chief, Information Management Support Staff

FROM : Chief, CLAS Supply Team

SUBJECT : Proposed Part Number Concept

REFERENCE : Memorandum from C/SD dated 22 Feb 88
(OL 1417188)

1. The CLAS/Supply Team has reviewed the memorandum from Supply Division and would like to focus our attention on the critical points addressed.

2. The memorandum outlines the established procedures for researching an item under the Federal Stock Number (FSN) system on page 3. The procedures dictate that part numbers are checked in the part number file for a stock number and if unsuccessful, the noun name of the item is checked in the alphabetical description listing, again for a stock number. The procedures also state that if multiple stock numbers are involved that the description of each stock number is reviewed in order to select the correct item. The CLAS Supply Team agrees totally that these procedures are reasonable, correct and well established. We consider it critical that the individuals responsible for making a decision on the part number concept have a understanding of these present research techniques which will continue and be enhanced by the capabilities of the Cullinet catalog features.

3. The Supply Team has analyzed scenario "B" (page 6) where an OTS engineer orders an incorrect OC item for priority shipment to a field station. It should be noted that an individual from OTS does not have the authority to draw down stock owned by OC. This scenario portrays the elimination of the present controls that prevent this. The point for consideration here is that there was a major deviation from the established research techniques outlined by Supply Division but omitted in this particular scenario. The procedures guide an individual from the part number file research to the noun name research to a visual review of the item description for correct item identification. The memorandum has assumed that the individual failed to visually review the item description. This same scenario would apply under either a stock number or a part number concept. If an individual fails to read the description for the desired material then he could receive the wrong item. This scenario relates to an individual ordering an item from Sears & Roebuck Co. by catalog number without looking at a picture of the item or reading the description. It is not anticipated or expected that a reasonable and prudent person would order an item in this manner.

4. A review of scenario "A" (pages 5 & 6) indicates that there was again a deviation from the established research procedures. The procedures guide an individual to an alphabetical noun name listing when a search of the part number file fails. The request would not have been forwarded to procurement if the individual had adhered to the guidelines. This same scenario would apply under either a stock number or a part number concept. If I deviate from the prescribed research procedures, I may order an item through procurement that is in inventory.

5. Additional areas of concern are addressed below, however we are prepared and expect to discuss all the points at the meeting between SD and the CLAS Supply Team.

Item 2A "May save some customers one step in their research."

Item 3D "May increase research time due to lack of a standardized starting point."

Item 4 "While some customers may be comfortable with part numbers, SD is responsible for processing of all requests for materials."

Item 5E "Part numbers such as M3, 75PC-02T, or PRT-205 will only mean something to an extremely small select group of customers."

Item 5E1 "Part numbers will mean nothing to a vast majority of OL's customers or careerists."

Item 5E3 "Use of the part number as the file key will actually increase research time for most customers."

The part number concept will save our major customers one step in their item identification research on most occasions. As the life cycle of the CLAS Project progresses towards electronic requisitioning, most of our customers will benefit from this more descriptive item identification number. The research procedures utilized by the customer and/or SD will remain the same except they will be simplified and more user friendly by the Cullinet catalog features. For example, a form 88 "Requisition for Material and/or Services" currently listed in inventory as stock number "7530-00-H04-1022" may be stocked as part number "form88". It appears logical that our customers could relate more to "form88" than the stock number. The stock number does not provide any reasonable item identification characteristics.

Item 3A "Departing from a tried and proven system used successfully by all Federal Government Agencies and one we must continue to interface with."

Item 3I "Full extent of ramifications will not be known until system has been used over an extended period of time and changes may be more difficult and costly at that time."

- Item 8 "Agency should conform to Federal Standards."
- Item 8A "Agency is a part of Federal Government."
- Item 8B "Subject to Federal Regulations."
- Item 8C "Should, where possible, conform to Federal Standards."
- Item 8D "Agency part of FSS."
- Item 8E "Agency relies heavily on the FSS to establish, control, and delete items in a worldwide Federal system."
- Item 8E1 "FSS operates on the FSN concept."
- Item 8E2 "Must use FSN in all transactions with the FSS."

Most of the above items were addressed in our memorandum (OL 20042/88) dated 10 February 1988. In reference to the fact that the "full ramifications will not be known" and that the Agency is "subject to Federal Regulations", we must re-emphasize that the National Security Agency (NSA) and the Bureau of Engraving and Printing (BEP) have already adopted part numbers as their key identifiers. A focal point within NSA states that they implemented the part number concept based on the same logic that is being proposed by the CLAS Supply Team. If there is a federal regulation that is being circumvented, it is not known to the Supply Team, NSA or BEP.