

2 July 1986

MEMORANDUM FOR : Chief, Information Management Support Staff

FROM :

SUBJECT : IMSS MBO No. 4 - Electronic 88

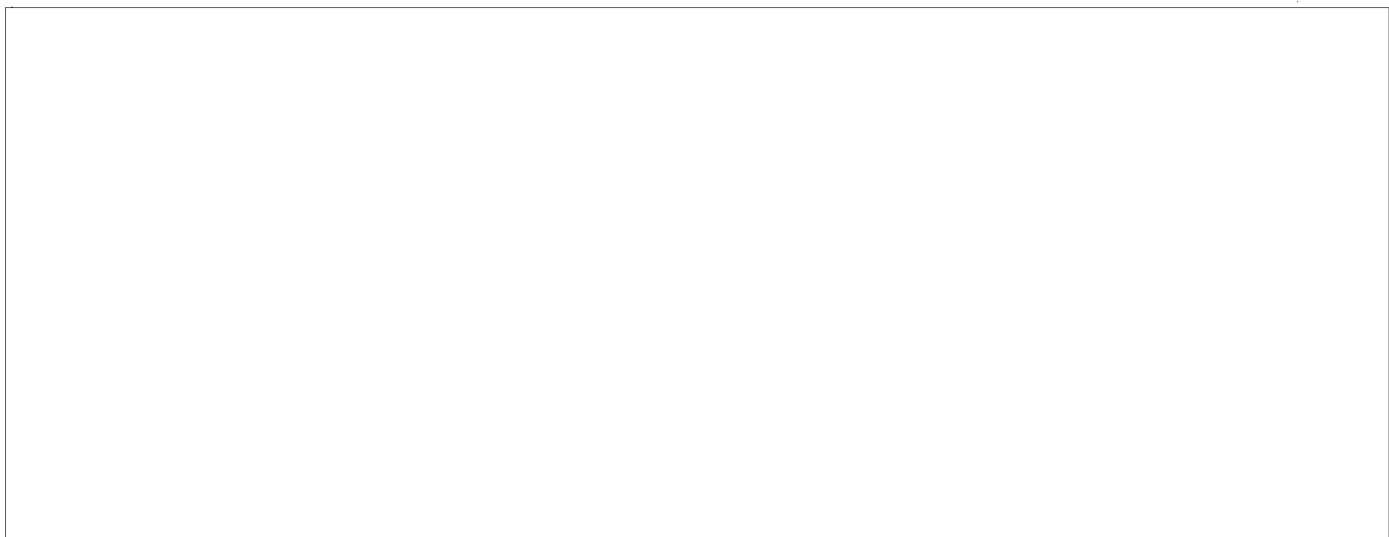
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This Memorandum outlines a system that will have a positive impact on Supply Division (SD), manpower requirements through the reduction of redundant keystroking. In Supply Management Branch (SMB), each commodity team is responsible for data input in to the Inventory Control System (ICS). Since the requester keys the data initially, a process which would capture his request data, in electronic form, for SMB would have a major impact on OL's data input requirements. The requester's workload would remain the same. SMB editors would be able to display Form 88 information on a terminal, adding only detail necessary to complete the request. The edited 88 data can then be used to update the ICS without additional keystroking. A paper copy of the 88 printed in SMB would be processed just as it is today.

BACKGROUND

Information Management Support Staff MBO-4 called for a study of the feasibility of creating a commo/computer based means to request material from overseas and/or remote locations.

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With an Agency approved OF remote data capture capability demonstrated by our study was directed toward implementation.

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ASSUMPTIONS

The following assumptions were used for this proposal.

1. Remote site data capture, electronic processing, and automatic input to SMB/SD and ICS is possible.
2. The paper and electronic system can coexist.
3. Field installations will use a new format established for 88's.
4. Action slugs/indicators are required to identify 88's.
5. Several large customers will opt to use the Electronic 88.
6. DO participation is conditioned on management by exception, rather than approving on a case by case basis, all requests. DO can reject this plan and continue to operate unchanged.
7. Reducing data entry and faster response is possible.
8. Finance Officers will approve 88's using double passwords.
9. HQS components will retain documents necessary for audit.
10. Processing for special approval items will not change.
11. Audit Staff will concur in OL's Electronic 88 approach.
12. Required computer programs can be developed in seven months.

BENEFITS OF THE ELECTRONIC 88

The Office of Logistics will receive the following benefits.

1. Data entry tasks in SMB can be reduced up to 50% with the full participation of just our four largest customers. Manpower devoted to redundant keystroking can be redirected to more productive activities.
2. The processing of electronic requests will be faster, providing better response to our customers.
3. Reduced typing errors will improve data accuracy in the ICS.
4. The procedures developed will integrate with future CLAS software and prepare customers for the transition to CLAS.
5. Automated procedures will coexist with our present system allowing customers the option of joining or doing business as usual.
6. SD/SMB manpower requirements in DO Logistics offices can be reduced if the DO agrees to participated in the system.

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CONSIDERATIONS

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PROGRAMMING NEEDED

Several computer programs will be required to implement the Electronic 88 process outlined above. In some cases the work done by Office of Finance will prove useful and may serve our needs with little modification. In others, complete program development will be required.

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Outlined below are a series of computer programs that will make up the Electronic 88 system. Estimated development time is 27.5 weeks.

- A. Program 1. Will receive input data from DATEX/MHF. It would sort messages based on special slugs, remove communications control info and pass the request to the VM File. Some OF logic/code may be used for this process. (3 weeks)
- B. Program 2. Will process data received from Headquarters based Wang users via telecommunications links. It would remove Wang control info and pass the request to the VM File. This program will require development. (1.5 weeks)
- C. Program 3. Will prepare all requests for transfer to the AIM Initial Review File. (1.5 weeks)
- D. Program 4. Will perform a technical review and edit to make sure the request is complete, i.e. that no line items have been lost, that cost extensions are accurate and that totals are correct, etc. Some manual review may be required during this process. The data will then be pass to SMB. Some OF logic/code may be used for this process. (4.5 weeks)
- E. Program 5. Will extract information necessary to maintain the SMB log-in file. This program will require development. (2 weeks)
- F. Program 6. Will move data to the responsible finance component for review and release. The Finance Officers will take action on the request by entering a second password for each request. Some OF logic/code may be used for this process. (2.5 weeks)
- G. Program 7. Will provide General Procurement the ability to add the Procurement Action Code to the request. This program will require development. (2 weeks)
- H. Program 8. Will have two major functions; (1) format data for the printing of a hard copy Form 88 for distribution (2) extract the necessary data to update the ICS files as required. This program will require development. (4 weeks)
- I. Documentation, testing, user training and implementation. (6.5 weeks)

RESOURCE REQUIREMENTS

For the development of the Electronic 88 System a full-time Computer Systems Analyst will be required. This person should be qualified in the following disciplines: PL/1, VM, GIM II, Wang, and have a basic understanding of the Cable Dissemination System.



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