Cache Operations
Logical Model

September 22, 1993

The NACS Steering Committee and the NFES Committee have adopted the attached document as the model for NFES cache operations. The model includes the business rules that guide cache operations and the standard operating procedures for the common business practices of the National Interagency Support Cache.

It is agreed that ownership and maintenance of the model will be the responsibility of the NFES cache managers and the NACS Technical Steering Committee. The model will be referenced prior to changes to business rules or policy that affect cache operations to evaluate the impact on current procedures. As rule and policy changes occur, the model will be updated accordingly.

Alice Forbes, Chairman, NACS Technical Steering Committee and Chairman, NFES Committee

Roger Trimble, BLM Director, NIFC

Dick Adams, U.S. Forest Service, Assistant Director, Fire & Aviation Management, Fire Operations

CACHE OPERATIONS
Analysis Model

Table of Contents

Section 1	Introduction & Executive Summary
Section 2	Context Diagram
Section 3	Business Event List
Section 4	Data Flow Diagrams of High Level Processes
Section 5	Process Specifications
Section 6	Data Dictionary

Appendices:

A - Cache Analysis Issue Papers

B - Change Request Form

C - Acknowledgements

Cache Operations Analysis Model

September 30, 1993

Introduction

The primary mission of the National Fire Equipment System (NFES) Interagency Support Cache System is to provide equipment and supplies to wildland fire incidents throughout the nation.

The Cache Analysis Model is a logical model of the common business practices of the Type 1 and 2 NFES Caches. The term "logical" means that the model identifies the various processes without consideration whether or not the process is performed by manual or automated methods. The term "common business practices" means that the model only includes processes performed by at least 40 percent of the 11 NFES Caches; therefore, processes specific to one or two caches are not included in the model.

The analysis model is the blueprint that depicts how cache operations should be done. As the blueprint, it provides the core information from which 1) standard operating procedures may be developed, and 2) automated systems development is based.

Purpose of the Cache Operations Analysis Model

The Cache Analysis Model was created for the following reasons:

1 - To establish standard operating procedures for the common business practices among caches.

The model should be used as the source of information for developing the SOP guide for cache operations. In its current "logical" format, the model does not draw the line between manual and automated functions; therefore, the SOP guide should incorporate the manual processes along with the procedures defined in the automated system's user documentation. If, during the development of the SOP guide, business rules are added or changed the model must be updated to indicate the changes.

2 - To define user requirements for future enhancements or design of automated systems to support cache operations.

The model should be used as the requirements document for application design. Again, the model does not draw the line between manual and automated functions; therefore, the next step is to establish the boundaries of the automated system. Once the boundary (or scope) of the system is defined, the model can be used to generate the design model and the user documentation. If, during the design phase, additional business rules are uncovered, the model must be updated to indicate any changes in procedures.

It is important to understand that the Cache Analysis Model is not complete. The analysis team made every attempt to make sure that all areas were covered; however, it is not uncommon to find errors or missing procedures during other phases of the project management process. It is expected (and required) that the model be updated with any additions or changes to the cache operations. Maintenance of the model is required until the time it is determined that NFES caches are no longer necessary. Remember, it is the blueprint for cache operations!

Background

This model was developed by the users utilizing structured analysis techniques. A formal training course on structured analysis was presented to the NFES Cache Managers to provide the managers with the knowledge and skill to assist in development and review of the model.

An analysis team was formed consisting of subject matter experts in the areas of cache operations, property management, finance, and logistics and two analysts. The two cache managers assigned to the team were responsible for ensuring that the requirements of the other cache managers were addressed by the team.

The analysis team met for two weeks per month for a six month period. During this period, they created a draft analysis model. At the end of each meeting, the draft model was sent to all the NFES Cache Managers and other interested parties for review and comment. All review comments were addressed at the next analysis team meeting.

During the analysis process, many issues that affect cache operations arose. Many things happen external to cache operations that prevent the caches from efficiently performing their duties. The analysis team initiated issue papers to address these problems and presented them to the appropriate managing officials for action. The changes generated from the issue papers have greatly improved cache operations. The results of the issue papers have been incorporated into the business rules. Refer to Appendix A - Cache Analysis Issue Papers.

Where Do We Go From Here

It is recommended that the following steps be taken:

Status

✓ Hand-off final model to the NACS Steering Committee.

✓ Obtain acceptance by NFES Committee to adopt the model as standard operating procedures for cache operations.

✓ Distribute approved model to interested parties.

✓ Establish a group to define the boundaries of the automated system.

- The group will validate the portions of the model that will be automated and make necessary changes.

✓ Charter a design team to develop the design specifications for the automated system utilizing established project management techniques.

__ Charter a programming team (in-house or contracted) to create the application based on the design specifications.

__ Assign responsibility for maintenance of the model.

__ Establishes a group to develop the Cache Operations Standard Operating Procedures.

- The group will validate the manual portions of the model and make necessary changes.

- The group will incorporate the manual processes and the procedures outlined in the automated system user documentation into a single SOP.

__ Establish a review team to perform management reviews of caches. The review team would ensure that established procedures are being followed and evaluate operations for possible changes to standard procedures that may result in changes to the model.

Components of the Model

Context Diagram - The context diagram is a high level data flow diagram in which a single process bubble represents the entire system. It is used to identify all the external entities that influence cache operations. It is a quick and easy way to view all the data that must go in and out of the cache operations system. It also defines the boundary between the cache operations system and the rest of the world. The context diagram is often used as a tool to define the scope of the project.

Business Event List - The business event list is a listing of all processes the system must perform in response to external requirements. This list is derived by identifying the data flow "triggers" on the context diagram and defining the process initiated by the triggers. The business event list served as the outline of tasks for the analysis team.

The Business Event List is divided into four sections:

1. Process Order/Request
2. Process Incoming Cache Items
3. Manage Warehouse
4. Generate Reports

Data Flow Diagrams - Data flow diagrams provide an easy, graphic means of modeling the flow of data through the cache operations system - whether manual, automated, or a combination of both. The data flow diagrams show the flow of data into and out of the process bubble. The diagram does not attempt to show how the data is processed -- this information is documented in the process specifications described below. It should be noted that the data flow diagrams in the Cache Analysis Model are not leveled; therefore, are very detailed. Time permitting, the more detailed data flow diagrams could be broken into smaller process bubbles, which would make the model easier to follow.

Process Specifications - Process specifications provide a detailed description of the activity required inside the process bubble to generate the required outputs. The process specifications have been written in a form that can be easily understood by any type of audience.

The Cache Analysis Model process descriptions include the following components:

- A narrative description of the process
- A list of business rules that influence the process
- Detailed process descriptions (manual & automated) that occur within the process bubble.

The process specifications should be read while referencing both the associated data flow diagram and the data dictionary.

Data Dictionary - The data dictionary provides detailed definitions of 1) the data contained within the symbols on the data flow diagrams (data flows, data stores, external entities), which are also referenced in the process specifications; and 2) data elements referenced in the process specifications.

The data dictionary is divided into five parts:

1) Data Flow Definitions
2) Data Store Definitions
3) Data Element Definitions
4) External Entity Definitions
5) Report Definitions

Cache Operations Analysis
Executive Summary

(C=NFES Committee F=Finance, L=Logistics, M=Property Mgmt, P=Procurement, R=NFES Representative, O=Operations)

To make review of this package easier, this list provides an overview of processes that may influence the functional areas identified above.

Page	Affected Areas:							Document Name:		Remarks
	C	F	L	M	P	R	O			
A - 1	X	X	X		X	X	X	Issue Paper #1	Identification of Authorized Customers	Defines the primary role of caches. Limits service area of caches for direct sales (except sole source items).
A - 3	X		X			X	X	Issue Paper #2	National vs. Regional Priority Directions	Describes the relationship between national vs. regional priorities.
A - 4	X		X			X	X	Issue Paper #3	Replacement Orders through Dispatch	Disapproves a request by the cache managers to by-pass logistics for certain types of replacement orders.
A - 5	X		X			X	X	Issue Paper #4	Orders for Re-stock through Dispatch	Disapproves a request by the cache managers to by-pass logistics for re-stock orders.
A - 7	X		X		X	X	X	Issue Paper #5	Limitation on Replacement Orders	Sets a deadline (45 days) that replacement orders must be placed with the cache.
A - 8	X		X		X	X	X	Issue Paper #6	Limitation (deadline) on Returns from the Incident to the Cache	Sets a deadline (30 days afater close of incident/project) that returns must be sent to the cache.
A - 9	X		X			X	X	Issue Paper #7	Standard Unit Identifier Codes	Addresses assignment of standard unit identifier codes for customers.
A - 10	X	X	X	X	X	X	X	Issue Paper #8	Standard Cache Item Pricing	Recommends using a standard pricing method which establishes an annual national price rather than the current cost averaging system for determining the price of cache items.
A - 11	X	X	X			X	X	Issue Paper #9	Close of Incident and Turnover of Type 1 & 2 Incidents to Local Management	Defines the close of incident date for Type 1 & 2 incidents as the "control date".
A - 12	X	X	X			X	X	Issue Paper #10	Minimum Threshold for Billing	Establishes a new requirement that direct sales orders from non-federal or non-fire parties must be pre-paid. This will eliminate the expensive administrative costs for processing a small order.

Page	Affected Areas:							Document Name:	Remarks
	C	F	L	M	P	R	O		
A - 13	X	X	X	X		X	X	Issue Paper #11 Inventory Value Adjustments for shipping costs, payment penalties, and discounts	Recommends that miscellaneous debits and credits (e.g. transportation charges, late payment charges, and early payment discounts) are tracked in a separate account. Rather than attemping to adjust the value of the inventory based on these charges, miscellaneous charges will be written off as a cost of doing business.
A - 14	X	X		X		X	X	Issue Paper #12 Fire Loss/Use Report	Identifies misunderstanding by fire managers about the intent of the Fire Loss/Use Report.
A - 15	X		X	X	X	X	X	Issue Paper #13 Coordination with Buying Units to Ensure Purchased Items Meet Quality Standards	Identifies the problems that occur when buying units procure items that do not meet the quality standards established by the cache.
A - 16	X	X				X	X	Issue Paper #14 Standards for Refurbishment	Recommends establishment of criteria to define Type 1 & 2 caches. Also recommends a performance standard for the repair and refurbishment that requires that items be R&Red within 30 days after return from the incident.
A - 17	X		X	X		X	X	Issue Paper #15 Transferring Resources to Another Incident	Identifies the problem that current procedures are not always followed when items are transferred from one incident to another.
A - 18	X					X	X	Issue Paper #16 Assignment of New NFES Numbers	Disapproves a recommendation to assign new NFES Numbers to certain cache items.
A - 19	X				X	X	X	Issue Paper #17 Mandatory Fields on Orders	Defines the information that MUST be included on an order; or else the order will be rejected.
A - 20	X	X	X	X	X	X	X	Issue Paper #18 Conflicting Policies Regarding Cache Operations	Identifies the problem that the cache receives conflicting instructions from various policy makers.
A - 21	X		X		X	X	X	Issue Paper #19 Non-Emergency Orders Submitted as Emergency Orders	Identifies the problem that some people use the NFES caches as a supply source rather than going through GSA.
A - 22	X		X		X	X	X	Issue Paper #20 Acceptable Order Formats	Establishes a guideline that states that all orders in support of an incident/project should be submitted only as a Resource Order, all others should be submitted as a Direct Sales Order (requisition or purchase order).

Page	Affected Areas:							Document Name:	Remarks
	C	F	L	M	P	R	O		
A - 23	X		X	X		X	X	Issue Paper #21 Identification of Incident/Project for Return Credit	Identifies the problem that some items are returned to the cache without sufficient information to identify the sender.
A - 24	X	X	X			X	X	Issue Paper #22 Incident/Project Accounting Code	Reiterates the business rule that an incident/project can have only one accounting code per agency. Identifies the problem that Accounting codes are sometimes re-used too soon after close of the incident/project.
A - 25	X	X		X	X		X	Issue Paper #23 Interface with Other Automated Systems	Recommends that NACS should not create data stores if another agency-wide is capable of providing the data. NACS should interface with the application.
								Process Specifications:	
5-1	X		X			X	X	1.1.1 Validate Order/Request	For verifying whether the Customer is authorized to submit an order, business rules are defined at the beginning of the process specification.
								Item 3.	A decision table is provided to determine whether to accept or reject and order.
								Item 5.	Assigns a priority code to the order based on timeframe and priority directions.
		X					X	Item 7.	Forwards payment for direct sales orders to the Finance Office.
5-5								1.1.2 Establish New Account	Retrieves accounting code from Finance Office for reimburseable customer accounts.
5-7	X		X		X	X	X	1.1.4.1 Check Availability/Commit Items	Establishes business rules for substitution,, "short" kits, and backorders.

Page	Affected Areas:							Document Name:	Remarks
	C	F	L	M	P	R	O		
5-12								1.1.4.2 Verify Qty & Pull Items	
						X	X	Item 2.A	Initiates reconciliation of expired, missing, or incorrectly stored cache items.
							X	Item 2.A.1)c.	In the past, when items were obligated, the inventory was adjusted to decrease the RFI quantity. If it was determined that the actual physical inventory contains less than the obligated quantity, the cache would perform a "return credit" for the issue. This involved creating a 'dummy' Return to give credit to the Customer for the shortage items. The model changes this procedure to allow the cache to correct the obligated quantity rather than going through a bogus process to return an item that was never really sent.
			X				X	Item 4.	If total request quantity cannot be filled, notify Customer of backorder, rejection of order, or unfilled qty.
5-19	X		X				X	1.1.5.1 Determine Shipment Mode	Business rules establish guidelines for consolidating shipments, determining shipment mode, customer approvals for air transport, and considerations for hazardous materials.
			X				X	Item 5.	Consult customer regarding the possibility of consolidating transportation with another order.
							X	Item 6.	A decision table is provided to determine shipment mode.
5-24	X		X			X	X	1.1.5.2 Prepare Shipment	The business rules contain guidelines for packing cache items, including special requirements for hazardous materials.
		X					X	Item 11 and various processes throughout the model.	Whenever a reimburseable account order is finalized, the process to initiate billing is triggered.
5-28							X	1.1.5.3 Mail Issue	
5-32							X	1.1.5.5 Load Issue	The business rule defines regulations regarding loading hazardous materials.

Page	Affected Areas:							Document Name:	Remarks
	C	F	L	M	P	R	O		
5-34		X					X	1.2.0 Cancel Order/Request	Copies of cancellations will not be sent to Finance. The purpose of sending copies was to provide Finance a means to determine whether an order is open or closed. The model provides Finance with a summary of all transactions once the order is closed.
			X				X	1.2.1 Determine Order/Request Status	Customer sends Order/Request Cancellation. If order has already been shipped, order cannot be canceled. Notify Customer.
5-35 thru 5-47					X		X	Cancel Order/Request -	Notification is sent to Admin. Services regarding a modification or cancellation of a Transportation Request.
			X				X		Customer is notified that an order is ready for pick-up after canceled items have been removed.
							X		
5-48		X					X	1.3.1 Process Issue Shortage Notice	Includes the process and documentation for items shipped but never received by the customer. Documented on appropriate forms and in the Transaction Log. Inventory is adjusted to remove the items.
							X		Ensures that missing items are reconciled and inventory is updated. Items are reissued without charge if it is determined to be a cache error.
5-50			X			X	X	1.4.1 Reserve Cache Items	Allows the cache to reserve items for a potential order.
5-51							X	1.5.1 Process Backorders	
5-52	X		X	X			X	1.6.1 Transfer from Incident to Incident	

Page	Affected Areas:							Document Name:	Remarks
	C	F	L	M	P	R	O		
5-53								2.1.1 Identify Account and Inspect Items	
					X		X	Item 3.A.	Property Management Officer is contacted to obtain owner information for an accountable property item.
				X	X		X	Item 4.C.2)a)	Information relayed to Administrative Services regarding cache items that were damaged in shipment.
				X	X		X	Item 4.D.3)	The workorder serves as a hand-receipt to track the location of accountable property send out for contracted services.
				X			X	Item 4.A.2)a.	If cache receives items for an incident that it never issued items to, it will not have header information for the incident. The customer (local dispatch) must be contacted to provide header information.
	X			X	X		X	Item 4.D.2)	Refer to Issue Paper - Coordination with Buying Units. If buying units do not utilize quality standards established by the cache, returned items must be discarded and no credit will be given on the Fire Loss/Use Report.
5-57							X	2.1.2 Close Workorders	Refer to Issue Paper - Standards for Refurbishment Time.
5-59								2.1.3 Post Return	
		X		X			X	Item 2.	Inventory is updated to add returned RFI items. Also recorded in Transaction Log.
		X		X			X	Business Rule	Quantity credit is given for all returned items, regardless of condition. This is to accommodate the requirement in the Fire Loss/Use report to report all returned items.

Page	Affected Areas:							Document Name:	Remarks
	C	F	L	M	P	R	O		
5-60								2.2.1 Accept Shipment & Inspect Incoming Items (New)	
					X		X	Item 3.C.1)	A damage/loss claim is sent to Procurement for appropriate action regarding items damaged or lost during shipment.
					X		X	Item 3.C.4)	Send quality deficiency report to Procurement for items that fail to meet quality standards.
			X		X		X	Item 2.B.	If shipment contains wrong, extra, or missing item (for items sent from other cache), Coordination Center is notified.
5-62								2.2.2 Close Workorder - Incoming Items	
		X					X	Item 3.A.2)	Inventory is adjusted when cache items are used as repair parts.
					X		X	Item 4.D	Unrepairable items are sent to the disposal process.
					X	X	X	Item 4.A. & C	Send quality deficiency report for items that fail to meet quality standards.
5-64								2.2.3 Assign Accountable Property Number	
				X			X	2.A.	Assign Accountable Property Number for new or leased (over 60 days) items. Use Serial Number for leased (less than 60 days) accountable property items. Problem: Between USFS regions, different thresholds are used for designating items as accountable property. Need to standardize the thousand dollar threshold and sensitive items list in all cache locations.
5-65								2.2.4 Post Incoming RFI Items	
				X			X	Item 3.	Purchasing is notified of receipt of items. Includes Accountable Property information.
		X			X		X	Item 4.	Adjust inventory to add new items.

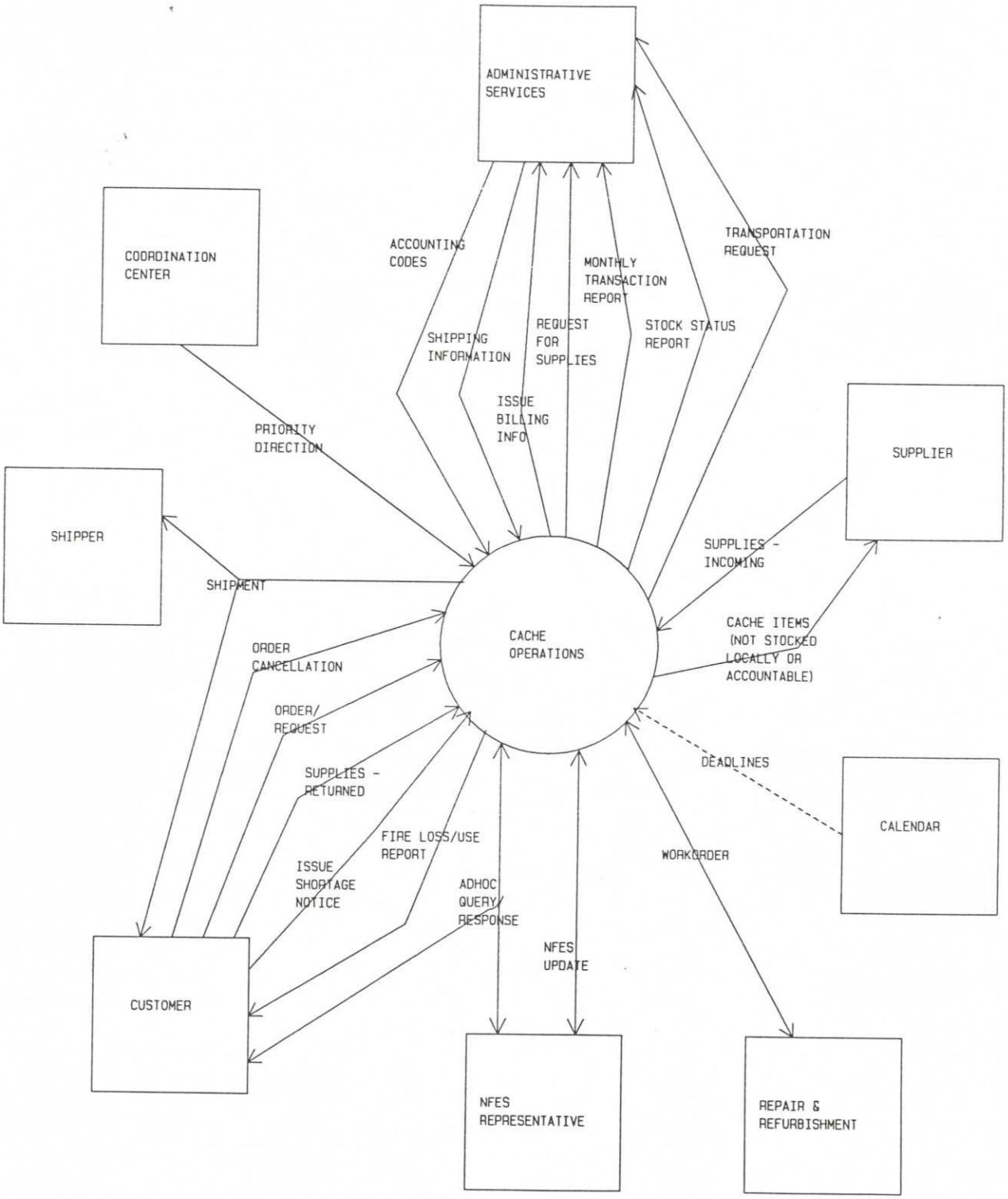
Page	Affected Areas: C	F	L	M	P	R	O	Document Name:	Remarks
5-67								3.1.1 Determine Stocking Requirements - New Items	
					X		X	Item 3.A.	Management can initiate the addition of new cache items to the cache inventory.
						X	X	Item 3.A.3)	NFES Representative is sent Cache Item Update Form regarding new items stocked in the cache. Includes Quality Standards, if item could potentially become national item.
						X	X	Item 3.B.	NFES Representative sends information about new NFES Items.
5-69								3.1.2 Determine Stocking Requirements -Existing	
				X			X	Item 3.B.2)	Inventory is updated to reserve components to be used to build/break-down cache items. This reduces the RFI quantity.
			X				X	Item 2.B.	Potential Request Information is provided by management and logistics community.
	X					X	X	Item 3.A. Calculate CACHE ITEM QTY (REQUESTED)	In determining the quantity to be ordered, the cache reviews national shortage information (usually received in the form of cache memos) and adjusts the quantity to comply with the directions provided by the NFES Representative.
5-73				X			X	3.1.3 Prepare Request for Supplies	A list of cache items needed by the cache. Requisition or Resource Order. (Possible interface to APOS and APROP has been discussed with Ft. Collins programmers. We recommend that this be pursued.
5-75 5-77		X		X			X	3.1.4 Build Cache Item 3.1.5 Breakdown Cache Item	Inventory is updated to add built cache items and to remove reserved items from the inventory.

Page	Affected Areas:							Document Name:	Remarks
	C	F	L	M	P	R	O		
5-81								3.2.1 Determine Appropriate Disposal	
				X			X	Item 4.	Sends SF-120, A-112, 1520-34A or DI-103 to Property Management.
				X	X	X	X	Item 7.B.	Send quality deficiency report for items whose disposal rate is excessive.
				X			X	Item 8.	Transaction log is updated to show record of disposed items.
5-83								3.2.2 Reconcile Missing Cache Items	
		X		X			X	Various locations in specification.	Adjusts inventory to remove missing cache items.
		X		X			X	Item 3.B.1)b)2-	Prepares appropriate documentation for removal.
		X		X			X	Item 3.B.1)b)2-	Documents adjustment in Transaction Log.
5-89								3.2.5 Remove Expired Items	
				X			X	Item 4.A.	Sends AD-112 or DI-103A to Property
5-90								3.3.1 Archive Transaction Records	Outdated (older than 2 years old) transactions are moved to an alternate storage area for historical purposes.
5-92								3.3.3 Change Cache Item Number	Describes action taken to change a cache item number.
5-93								3.3.4 Correct Erroneous Accounting Code	Sends a corrected accounting code to Finance.
5-94		X	X				X	3.3.5 Correct Erroneous Order Number	Send corrected Order Number to Finance.
5-95			X				X	3.3.6 Close Incident/Project	Logistics provides the incident close date. For Type 1 & 2 fires, this date is the 'control date'.

Page	Affected Areas:							Document Name:	Remarks
	C	F	L	M	P	R	O		
5-96		X		X			X	3.4.1 Perform Physical Inventory & Reconcile Differences	Meets OIG requirements for inventory reconciliation.
		X		X			X	Item 2. Stock Status Report	Stock Status must be reported to Prop Mgmt Officer. Contains status of all items on location and the quantity of issued and workordered items. Includes inventory value.
								Item 3.B.3 Inventory Adjustment Documentation	Documentation for items missing/lost from inventory. Documented on appropriate forms and in the Transaction Log. Inventory is adjusted to remove the items.
5-98	X	X		X		X	X	3.4.2 Establish Local Item Price	Sets standard price for each item to be used by all caches for the current year. Ensures that items retain the same value regardless of who issues or receives the item.
5-99	X	X		X		X	X	3.4.3 Revalue Inventory	Replaces cost averaging processes.
						X	X		New requirement - NFES Representative will distribute a list of standard cache item prices for national items.
5-101		X					X	4.1.1 Generate Monthly Transaction Listing.	Report showing all transactions taken place during the month that affect the stores account.
5-102		X					X	4.1.2 Produce Account Transaction Summary	This contains the summary of all transactions for an accounting code for billing purposes.
5-103		X					X	4.1.3 Produce Billing Information	Billing information, by account, for all completed orders during the reporting period.
5-105		X					X	4.1.4 Provide Open Order Billing Information	Provides end of fiscal year summary, by account, for all orders completed during the reporting period and orders partially completed or backordered.
5-106		X					X	4.1.5 Produce Incident/Project Summary	Billing information, for a specific incident/project, for all issues, returns, and parts.
5-115	X				X		X	4.3.2 Provide NFES Catalog Information	Caches' update to the NFES Catalog.
5-116			X				X	4.4.1 Determine Reporting Periods (for Critical Items Report)	Preparedness level is provided by NICC via the situation report.

Page	Affected Areas:							Document Name:	Remarks
	C	F	L	M	P	R	O		
5-117	X				X		X	4.4.2 Flag Critical Items In Item Catalog	The NFES Representative provides Critical Items Report Direction to Cache. Cache prepares the report and sends it to NICC.
5-118			X				X	4.4.3 Generate Critical Items List	Critical Items List is sent to NICC for consolidation. (The consolidated report is distributed to the caches. Appears in model as a component of Priority Directions).
5-122				X			X	4.6.1 Prepare Accountable Property Report 4.6.2 Prepare Accountable Property - Disposed Report	
5-132	X					X	X	4.6.9 Produce Redistribution List	Caches will forward overages and shortages to NFES Representative for annual redistribution.
5-140		X					X	4.7.1 Produce Fire Loss/Use Report	Information, for a specific incident/project, for all issues and returns. Includes loss/use rates and percentage lost. Refer to Issue Paper - Fire Loss/Use Report Concerns.
5-142	X				X		X	4.7.2 Produce Consolidated Fire Loss/Use Report	New requirement - caches will consolidate and distribute report. This is a summary of all items issued and returned for an incident/project. Identifies the loss/use rate. Refer to Issue Paper - Fire Loss/Use Report Concerns

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 0 - Context Diagram-Cache Ops
Filename : context.trg
Chart created on : Dec-22-1992
by user : US Forest Service
Last modified on : Sep-02-1993
by user : C.SCHAFER



Cache Operations
Business Event List

This list identifies the cache processes that are triggered by incoming data flows initiated by external entities. The cache response is a Business Event Process. (Note: The Business Event List does not include ALL processes performed within the cache. It only includes the processes that are triggered by external events. These business event processes will lead to subsequent processes that occur within the cache. For example, the "Refurbish Cache Item" process will appear as a result of the "Receive Returned Items" process. The business event processes are divided into three categories as indicated below.

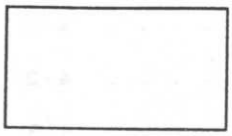
Trigger	Resulting Business Event Process:
1. **Process Order/Request**	
ORDER/REQUEST = Resource Order/Request, Requisition, Purchase Order, Reservation Request, etc.	1.1 Process Order/Request
ORDER/REQUEST CANCELLATION	1.2 Cancel Order/Request
ISSUE SHORTAGE NOTICE	1.3 Reconcile Missing Items in Shipment
ORDER/REQUEST (RESERVE REQUEST)	1.4 Place Items in "Reserved" Status
SUPPLIES - INCOMING	1.5 Issue Backordered Items
ORDER/REQUEST - TRANSFER	1.6 Transfer Items to Another Incident
2. **Process Incoming Cache Items**	
SUPPLIES - RETURNED	2.1 Process Returns
SUPPLIES - INCOMING (NEW)	2.2 Process Receipts
3. **Perform Warehouse Activities**	
DATE (DAILY)	3.1 Restock Inventory
Internal Triggers	3.2 Inventory Maintenance (Includes disposal of unserviceable items, reconciliation of missing items, change of storage location, removal of expired items.)
DATE (VARIOUS)	3.4 Records Management (Archive customer, transaction records; correct cache item number, accounting code, or order number; close incident/project)

Trigger	Resulting Business Event Process:
DATE (END OF YEAR)	3.5 Perform Annual Inventory Reconciliation (Includes physical inventory & reconciliation, standard price setting, revaluation of inventory).
4. Generate Reports	
DATE (MONTHLY)	4.1.1 Generate Monthly Transaction Listing
DATE (60 DAYS AFTER INCIDENT CLOSE)	4.1.5 Produce Incident/Project Summary 4.7 Produce Loss/Use Statistics
DATE (NOVEMBER)	4.3.2 Provide NFES Catalog Information
DATE (REPORT DUE)	4.4.3 Generate Critical Items List
DATE (ANNUAL)	4.6.9 Produce Distribution Report
ADHOC QUERY	4.0 Generate Reports/Output (Includes all reports)

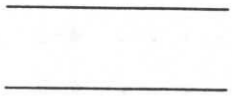
TABLE OF CONTENTS
FOR
CACHE ANALYSIS MODEL
DATA FLOW DIAGRAMS

	Diagram Name	Page Number
1.0	**Process Order/Request**	4-1
1.1.0	Issue Cache Items	4-2
1.1.4.0	Obligate Cache Items	4-3
1.1.5.0	Ship Order	4-4
1.2.0	Cancel Order/Request	4-5
1.3.0	Reconcile Missing Items in Shipment	4-6
1.4.0	Place Items in "Reserved" Status	4-7
1.5.0	Issue Backordered Items	4-8
1.6.0	Transfer Items	4-9
2.0	**Process Incoming Cache Items**	4-10
2.1.0	Process Returns	4-11
2.2.0	Process Receipts from Suppliers	4-12
3.0	**Warehouse Activities**	4-13
3.1.0	Restock Inventory	4-14
3.2.0	Inventory Maintenance	4-15
3.3.0	Records Management	4-16
3.4.0	Annual Inventory	4-17
4.0	**Generate Reports/Output**	4-18
4.1.0	Produce Billing Reports	4-19
4.2.0	Produce Cache Item Component Reports	4-20
4.3.0	Produce Catalog Reports	4-21
4.4.0	Produce Critical Items List	4-22
4.5.0	Produce Customer Reports	4-23
4.6.0	Produce Inventory Status Reports	4-24
4.7.0	Produce Loss/Use Reports	4-25
4.8.0	Produce Procurement Reports	4-26
4.9.0	Produce Workorder Reports	4-27

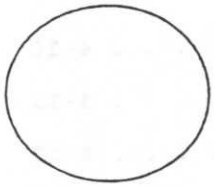
Legend for Data Flow Diagram Symbols



External Interface — **An entity (organization, person, etc.) outside the system's area of control who exchange information with the system.**



Data Store — **A holding area for stored data. (Can be index cards, forms, database, desk drawer, etc.)**

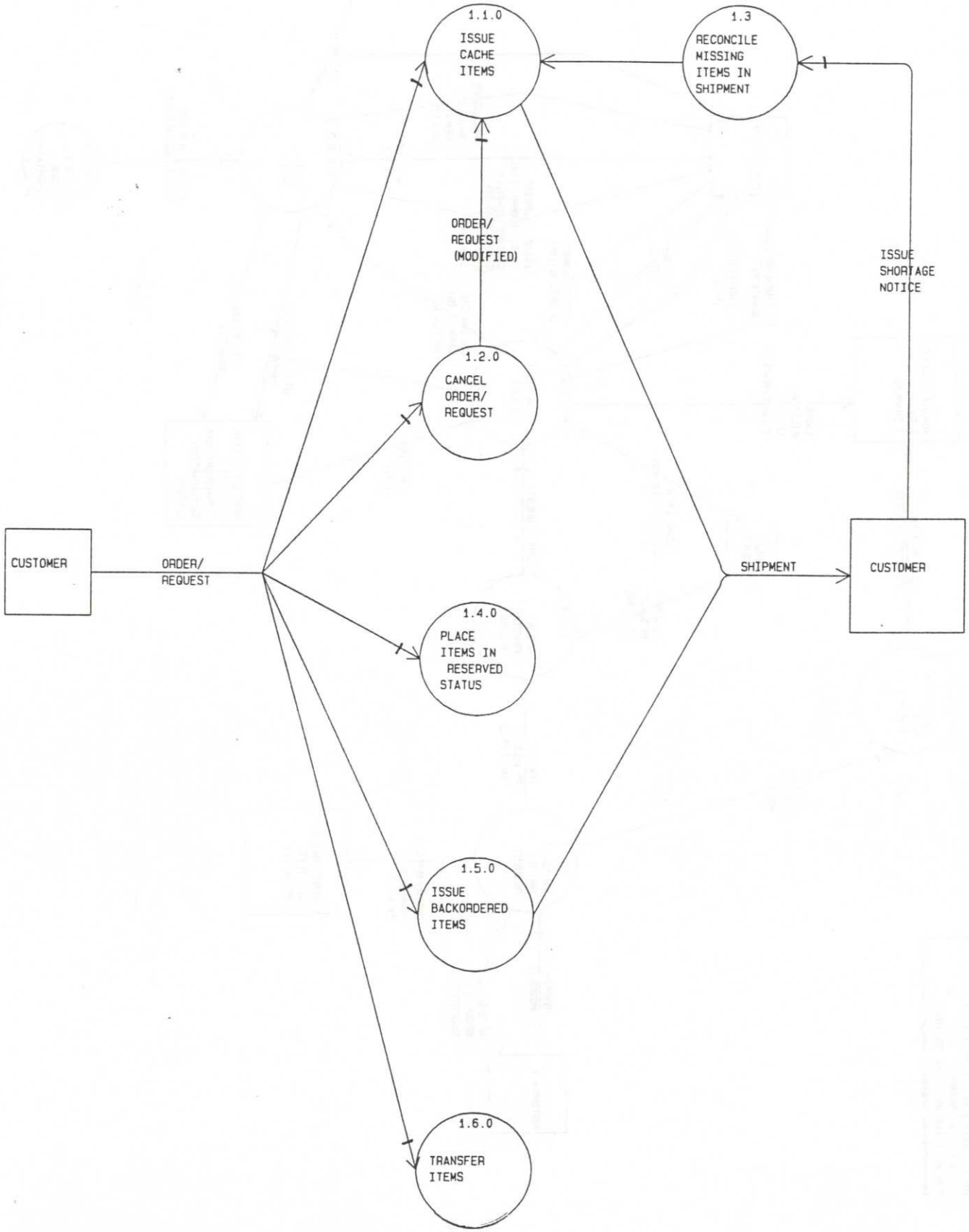


Process — **A series of actions or operations leading to a specified result or product.**

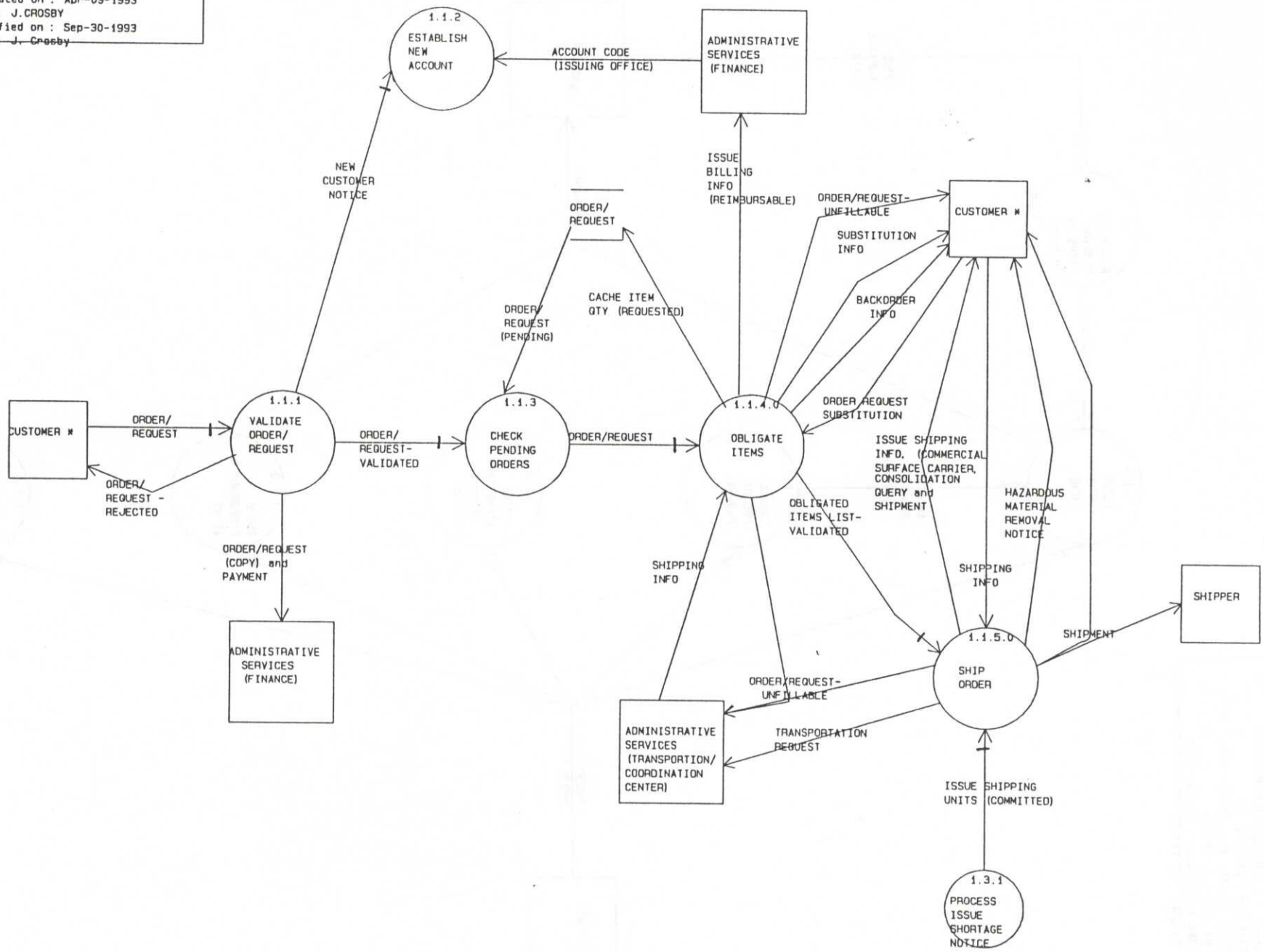
Data Flow — **The flow of information into, out, and through the system.**

Trigger — **A stimulus requiring action.**

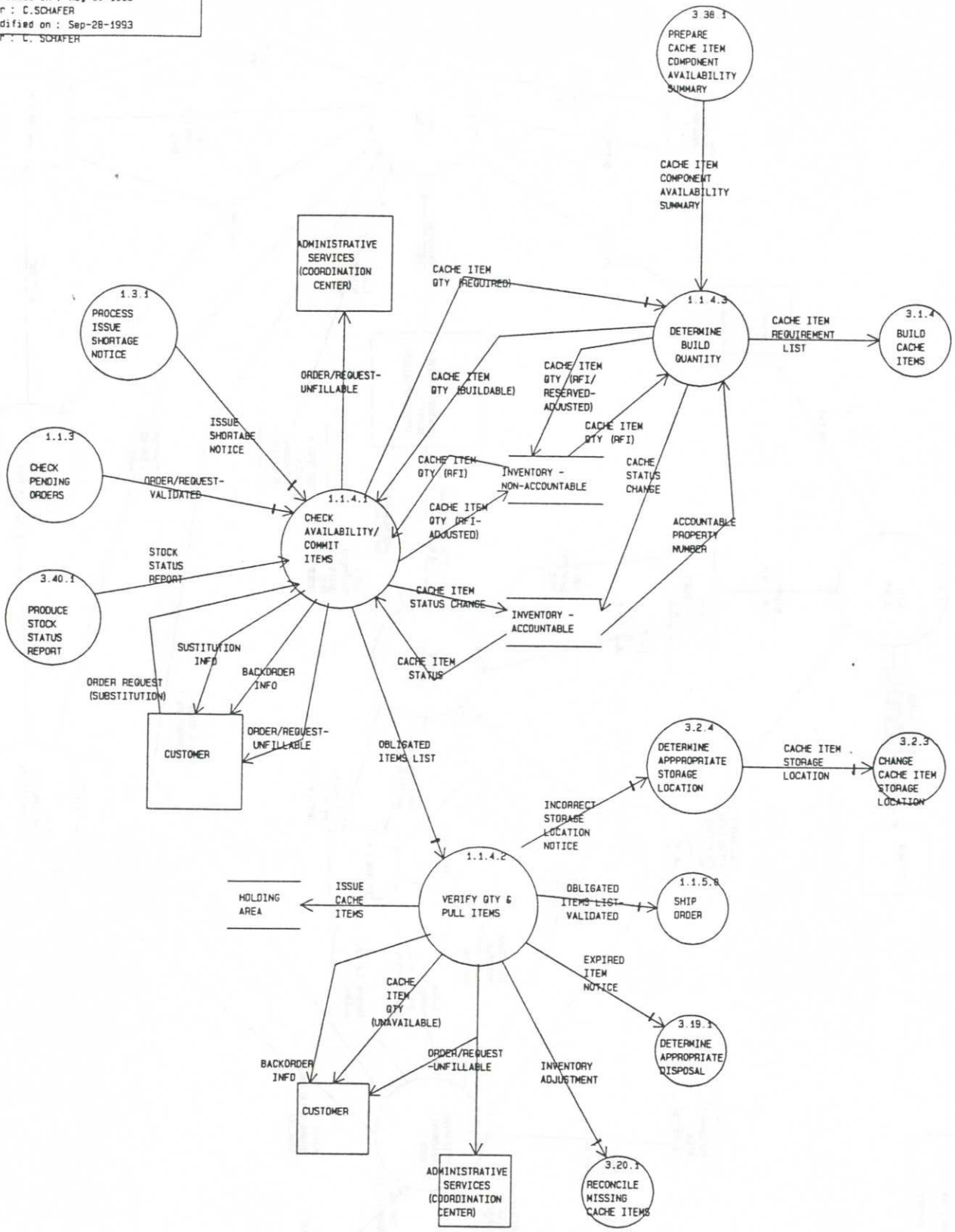
Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.0 PROCESS ORDER/REQUEST
Filename : proc_hi.trg
Chart created on : Sep-30-1993
by user : J. Crosby
Last modified on : Sep-30-1993
by user : J. Crosby



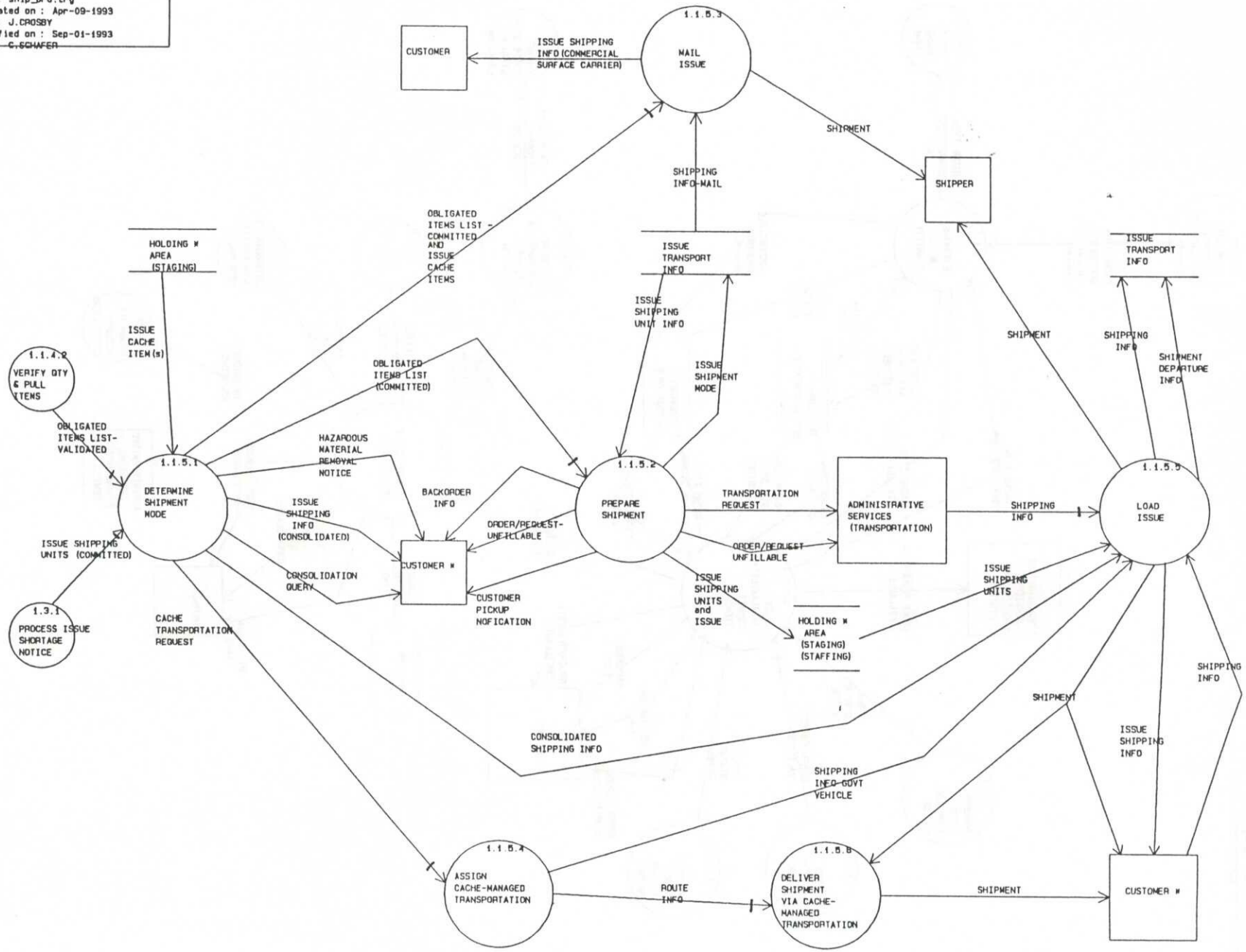
Project : N:\GR\ECPLUS32\NACS_SA\
Chart : 1.1.0 ISSUE CACHE ITEMS
Filename : proc_prd.trg
Chart created on : Apr-09-1993
by user : J.CROSBY
Last modified on : Sep-30-1993
by user : J. Crosby



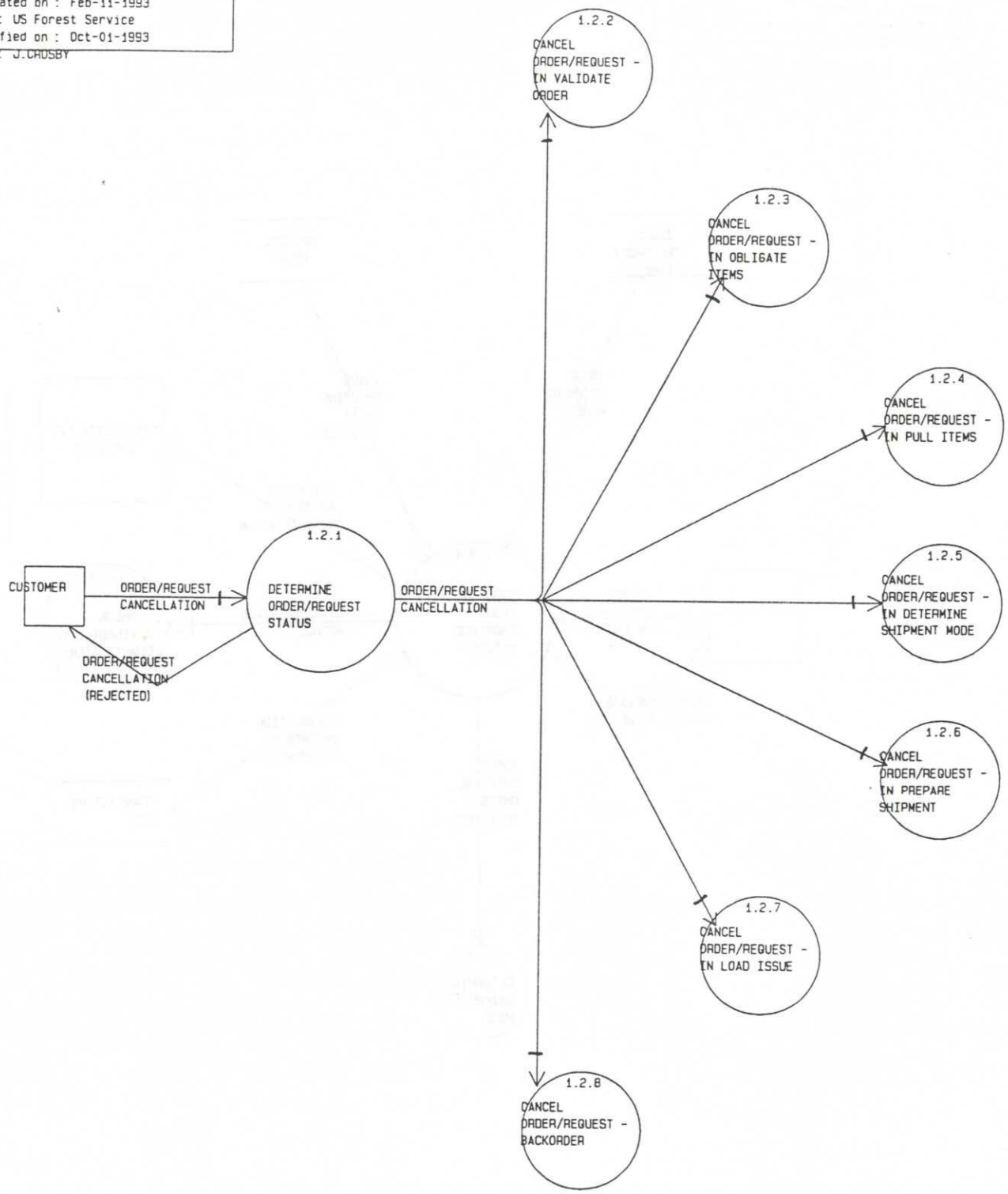
Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.1.4.0 OBLIGATEITEMS
Filename : obli_itm.trg
Chart created on : Aug-30-1993
by user : C.SCHAFER
Last modified on : Sep-28-1993
by User : C. SCHAFER



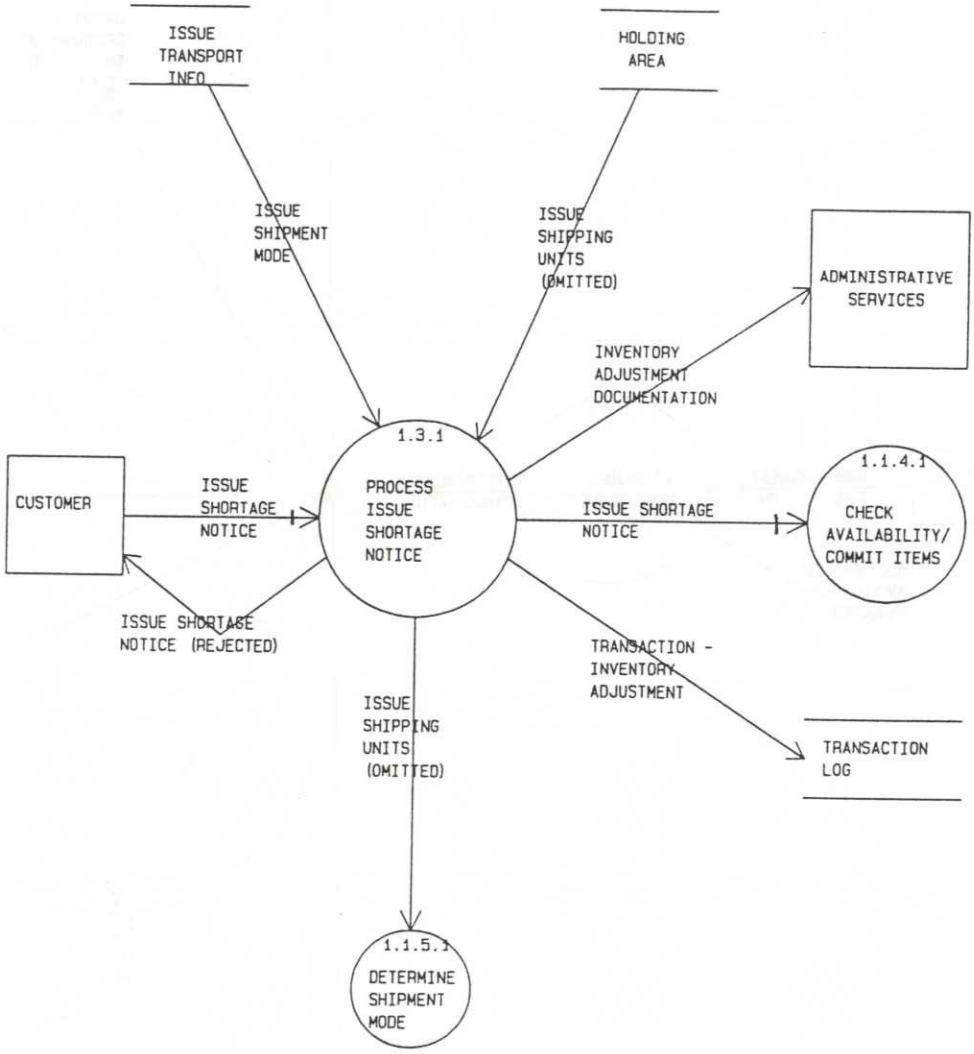
Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.1.5.0 SHIP ORDER - ORD/REQ
Filename : ship_ord.trg
Chart created on : Apr-09-1993
by user : J.CROSBY
Last modified on : Sep-01-1993
by user : C.SCHAFER



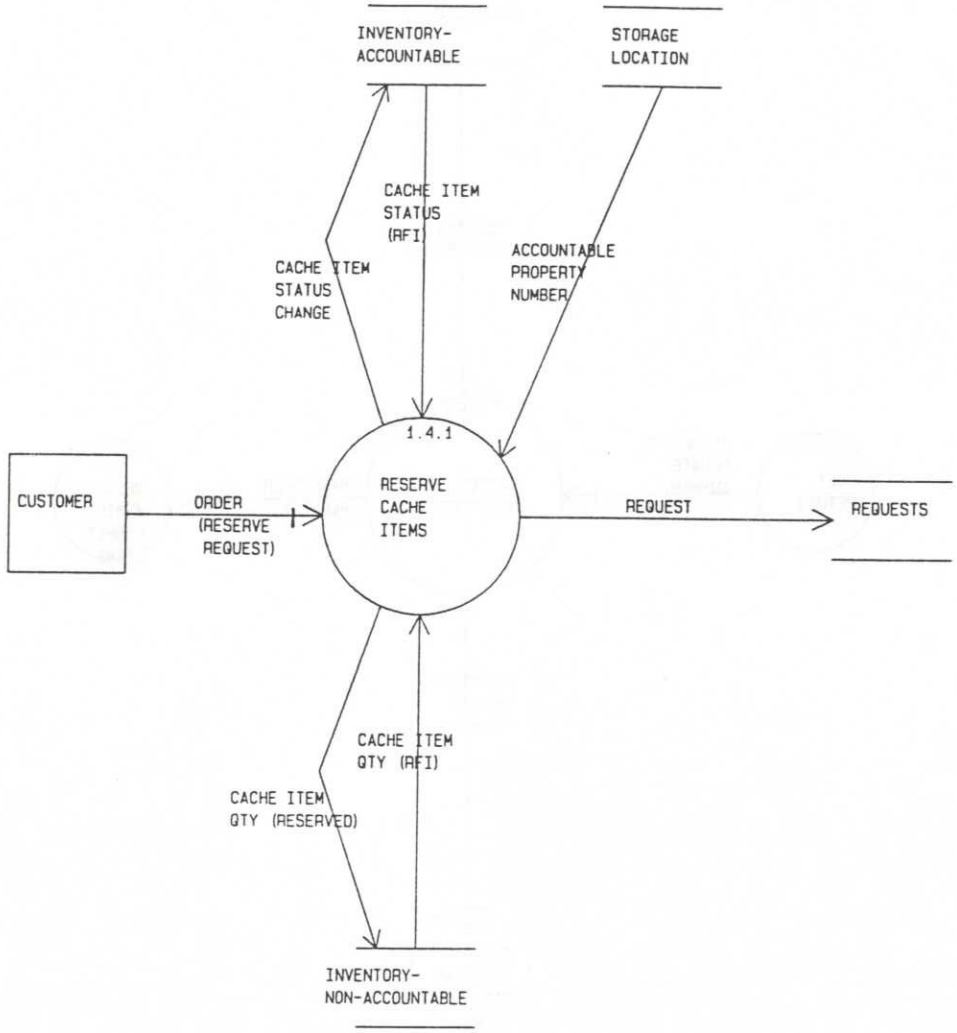
Project : W:\6R\ECPLUS32\NACS_SA\
Chart : 1.2.0 CANCEL ORDER/REQUEST
Filename : proc_can.trg
Chart created on : Feb-11-1993
by user : US Forest Service
Last modified on : Oct-01-1993
by user : J.CROSBY



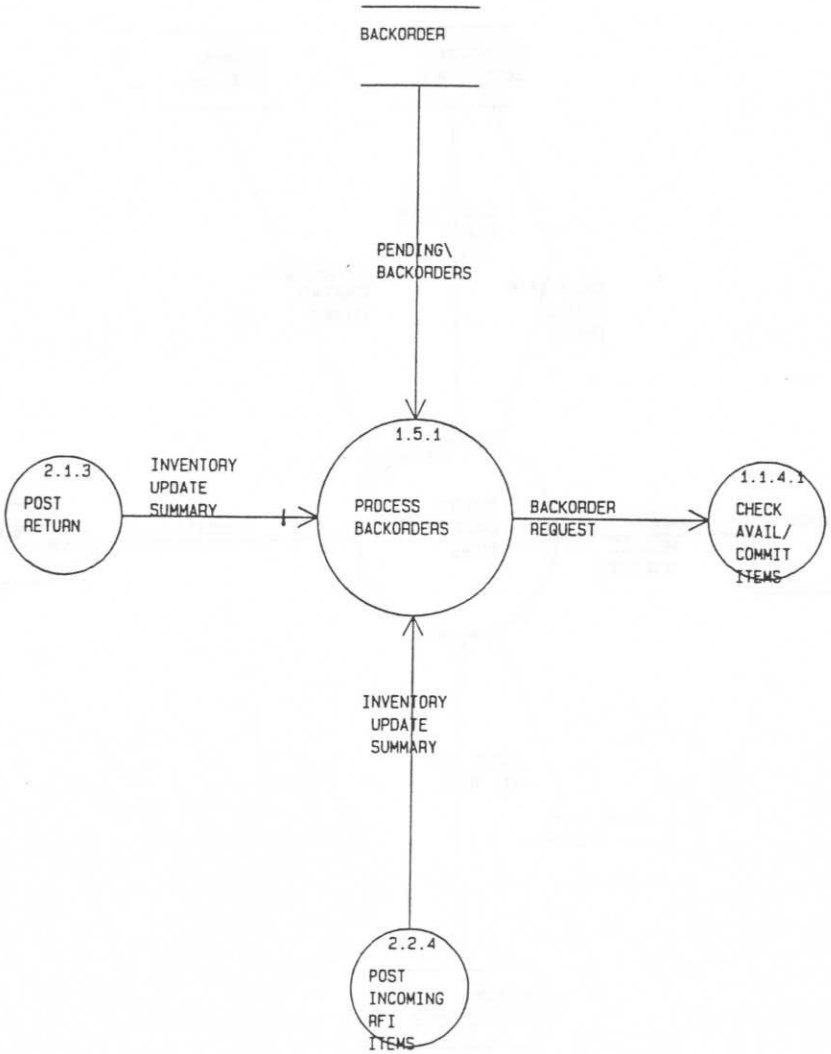
Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.3.0 MISSING ITEMS IN SHIPMENT
Filename : proc_sho.trg
Chart created on : Mar-22-1993
by user : C. SCHAFER
Last modified on : Oct-01-1993
by user : J.CHOSBY



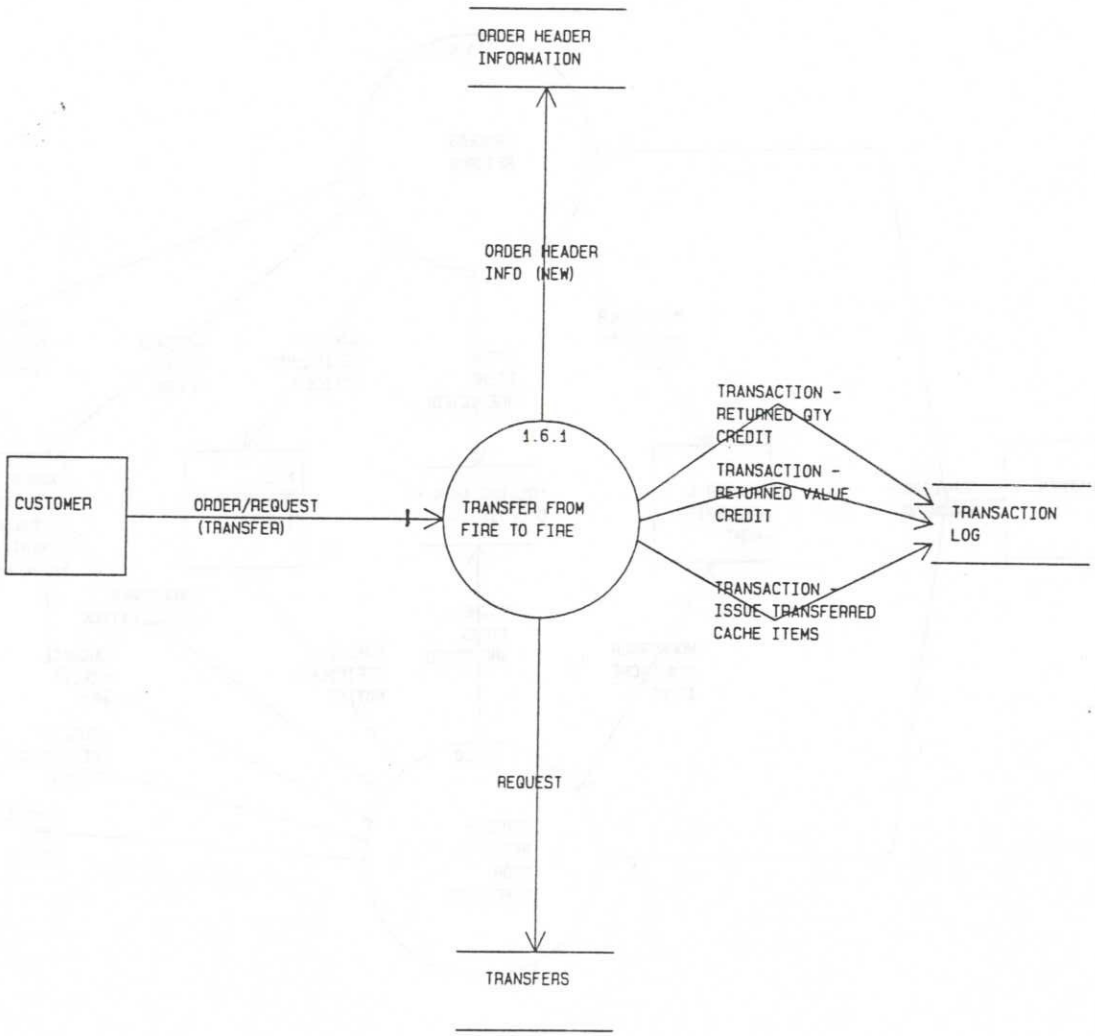
Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.4.0 RESERVE CACHE ITEMS
Filename : reserve.trg
Chart created on : Aug-16-1993
by user : C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CHOSBY



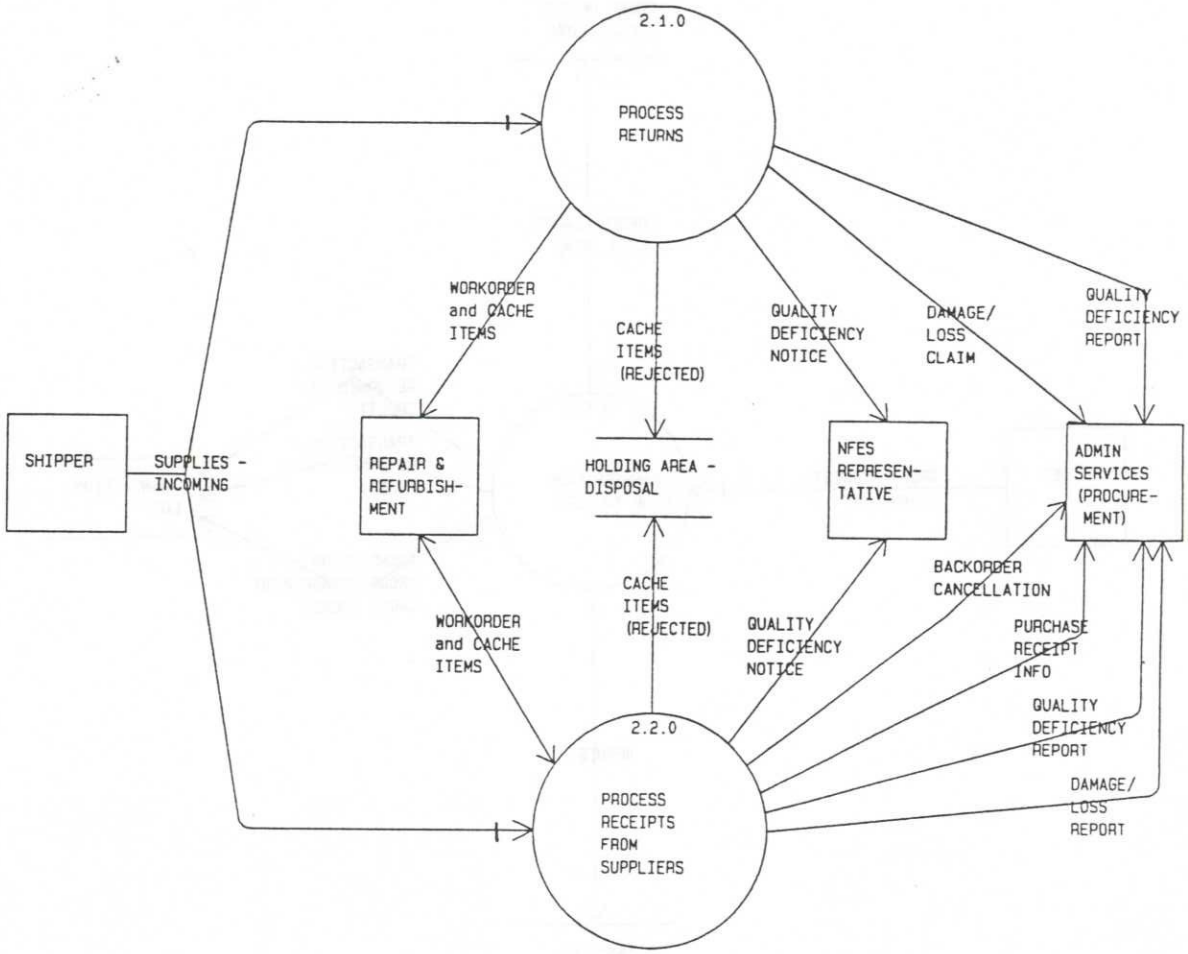
Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.5.0 process backorders
Filename : proc_bo.trg
Chart created on : Mar-17-1993
by user : J. CROSBY
Last modified on : Oct-01-1993
by user : C. SCHAFER



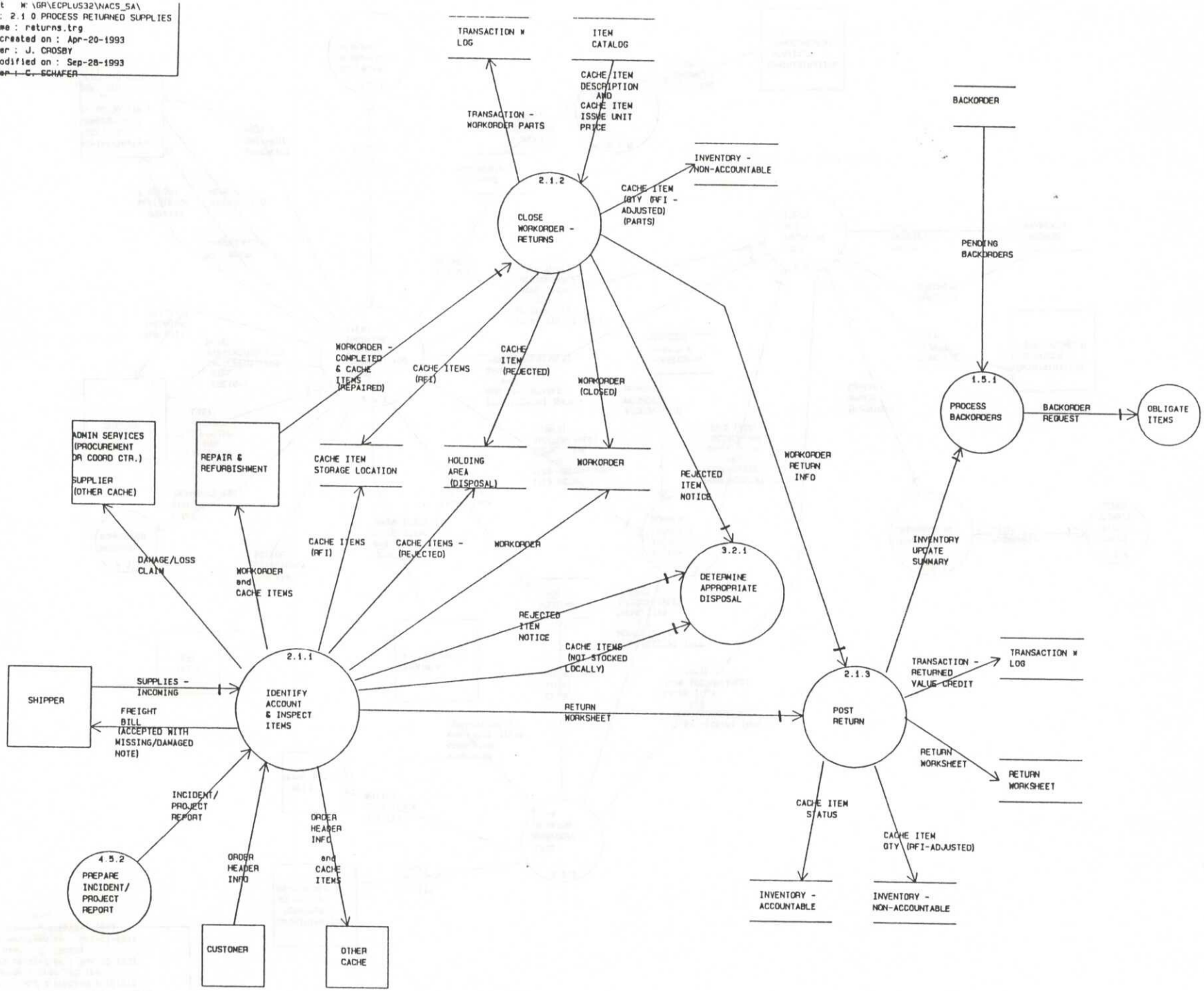
Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.6.0 TRANSFER FROM FIRE TO FIRE
Filename : transfer.trg
Chart created on : Sep-15-1993
by user : J. CROSBY
Last modified on : Sep-15-1993
by user : J. CROSBY



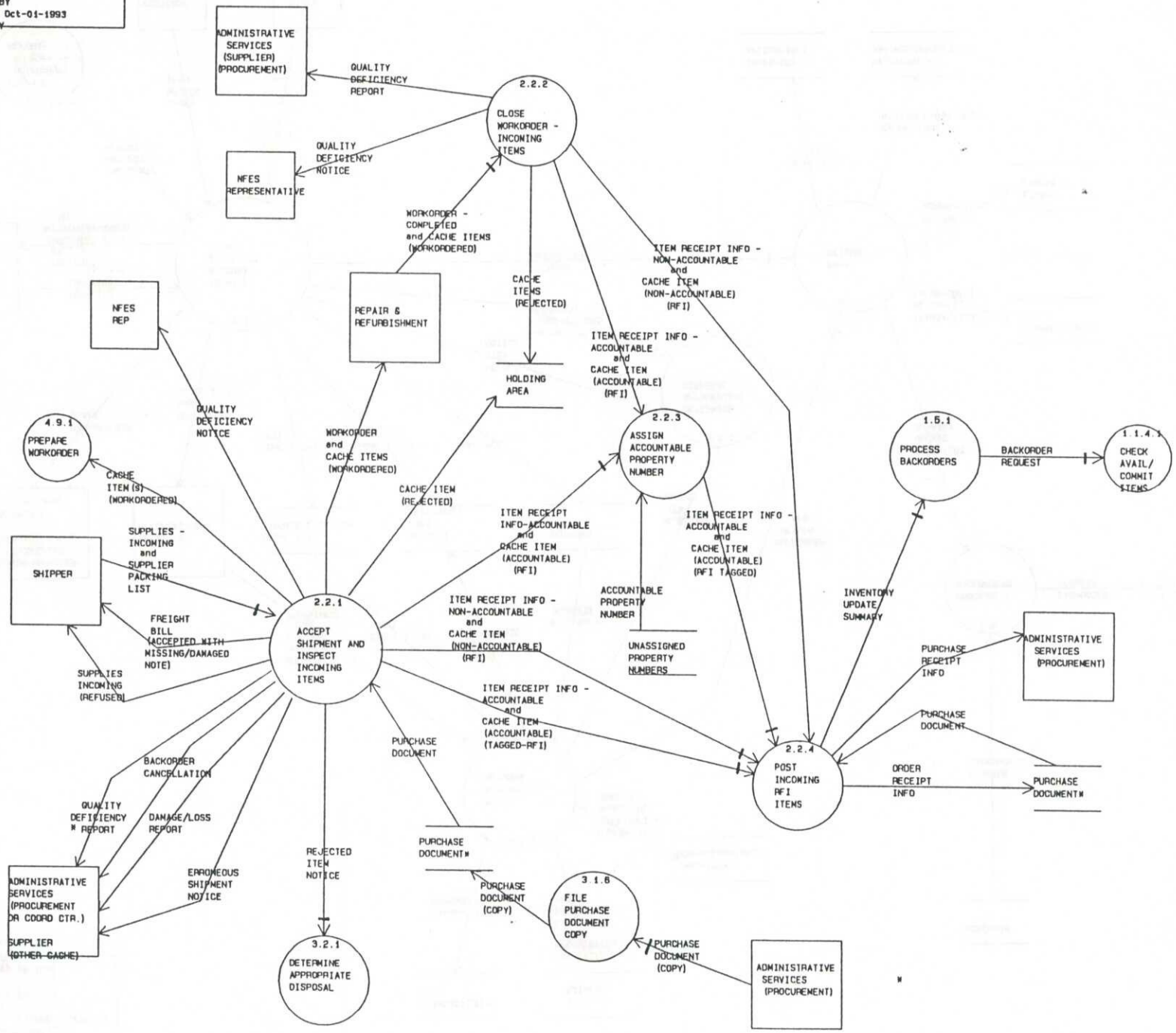
Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 2.0 PROCESS INCOMING ITEMS
Filename : incoming.trg
Chart created on : Sep-30-1993
by user : J. Crosby
Last modified on : Sep-30-1993
by user : J. Crosby



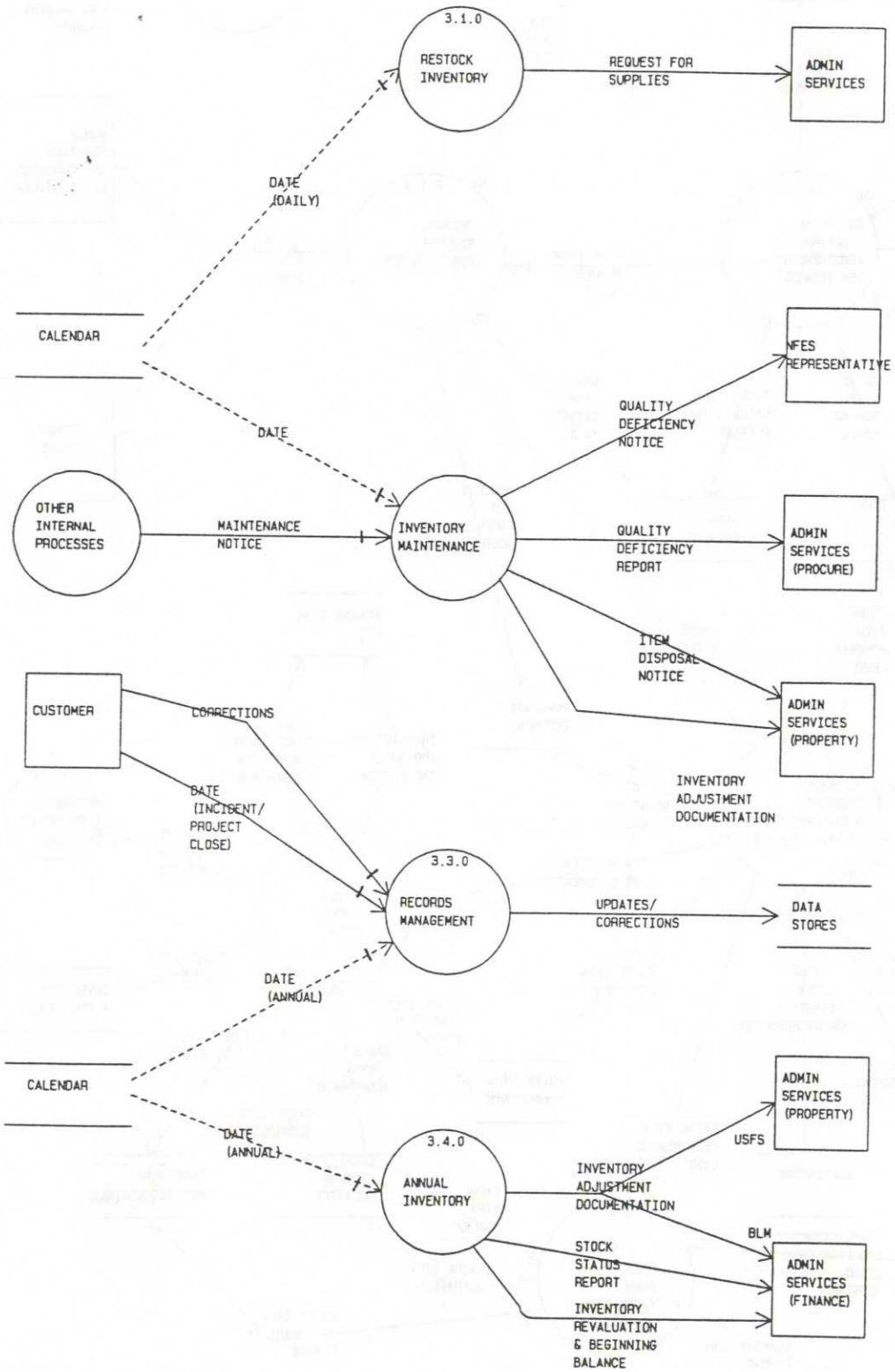
Project W:\GR\ECPLUS32\NACS_SA\
Chart : 2.1 0 PROCESS RETURNED SUPPLIES
Filename : returns.trg
Chart created on : Apr-20-1993
by user : J. CROSBY
Last modified on : Sep-28-1993
by user : C. SCHAFER



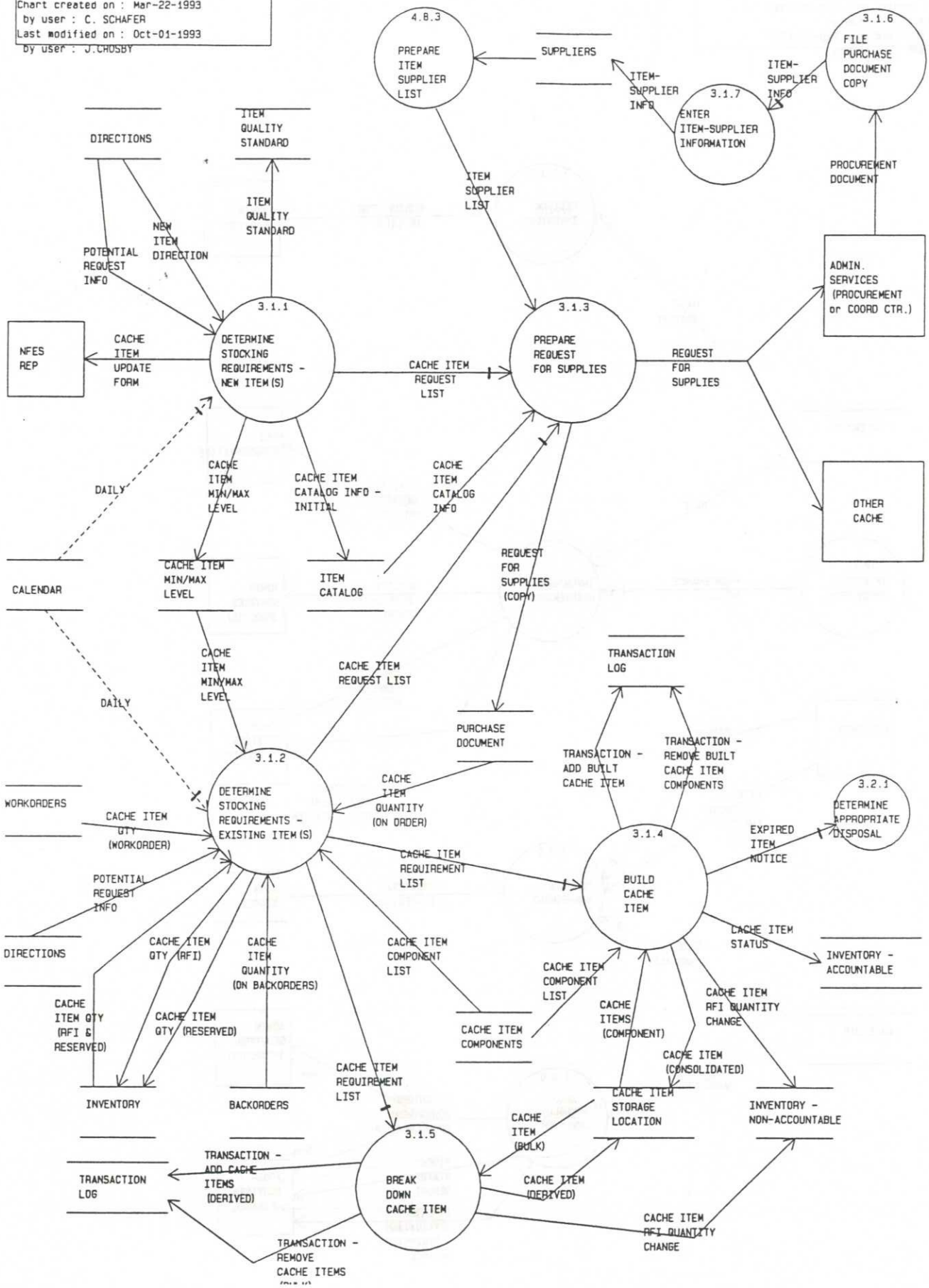
Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 2.2.0 PROCESS RECEIPTS
Filename : proc_inc.trg
Chart created on : Mar-17-1993
by user : J. CROSBY
Last modified on : Oct-01-1993
by user : J.CROSBY



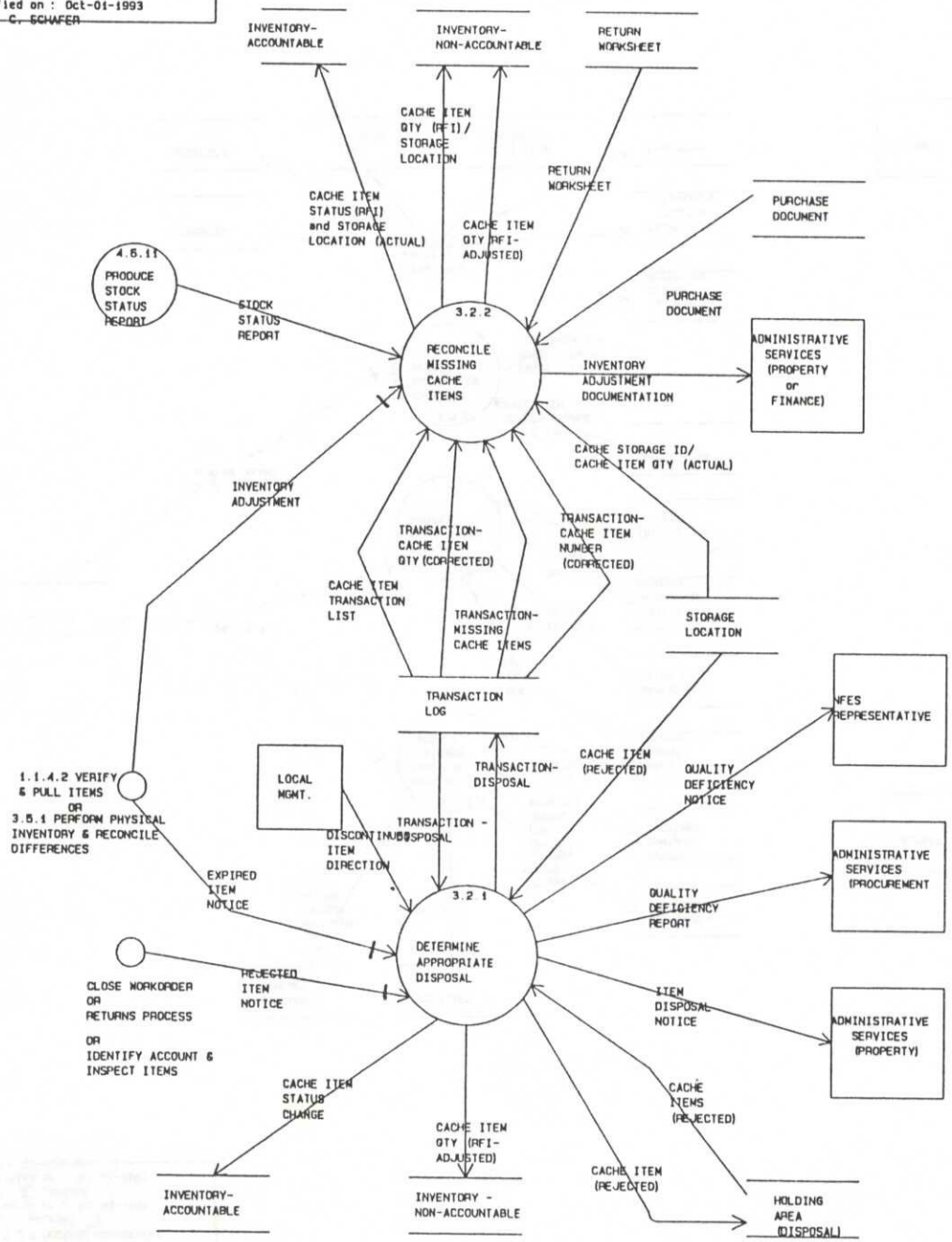
Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.0 WAREHOUSE ACTIVITIES
Filename : activit1.trg
Chart created on : Sep-30-1993
by user : J. Crosby
Last modified on : Sep-30-1993
by user : J. Crosby

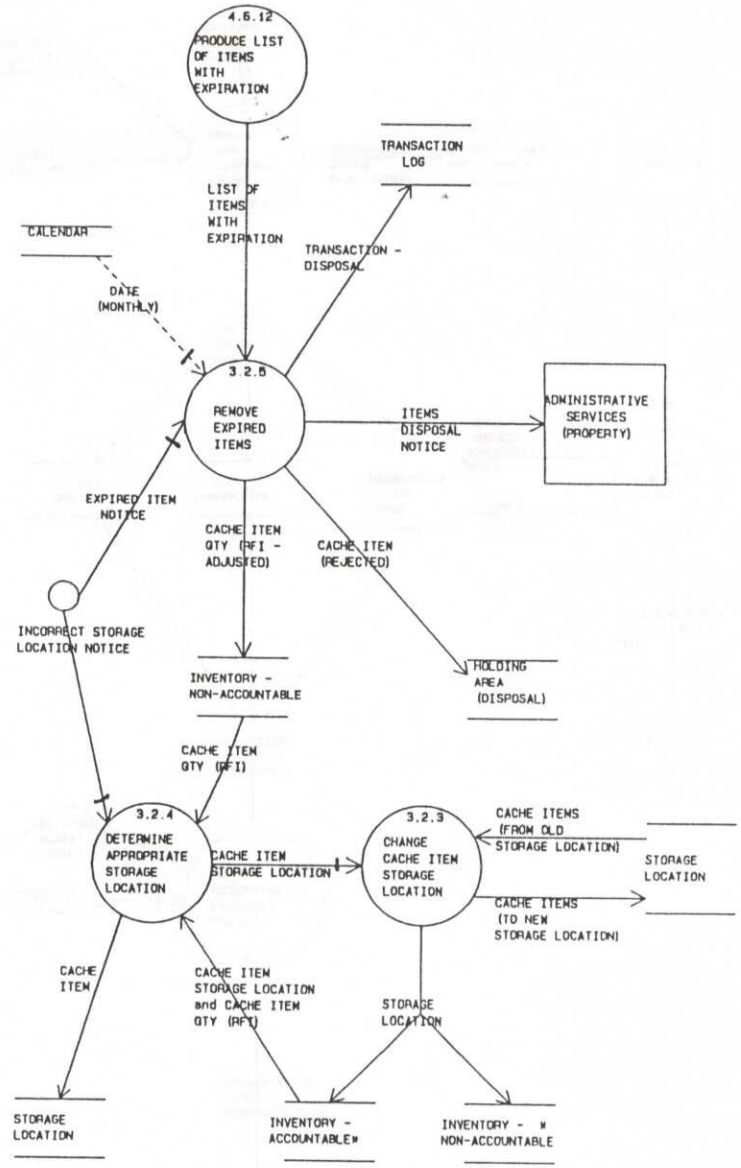


Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.1.0 RESTOCK INVENTORY
Filename : chck_stk.trg
Chart created on : Mar-22-1993
by user : C. SCHAFER
Last modified on : Oct-01-1993
by user : J.CROSBY

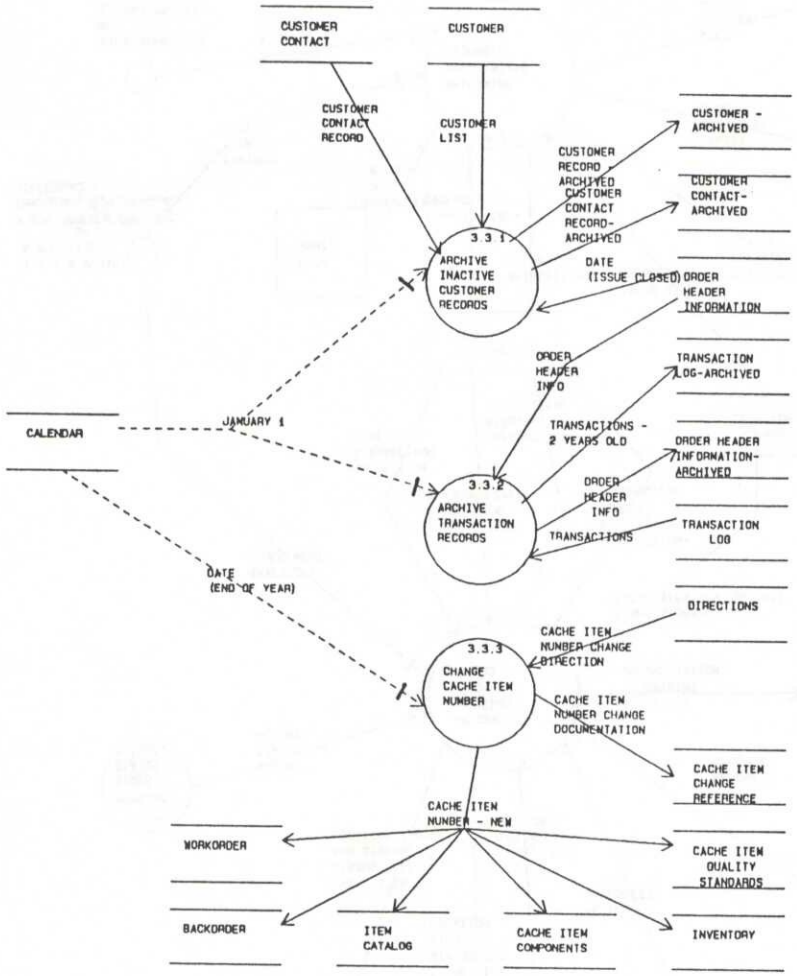


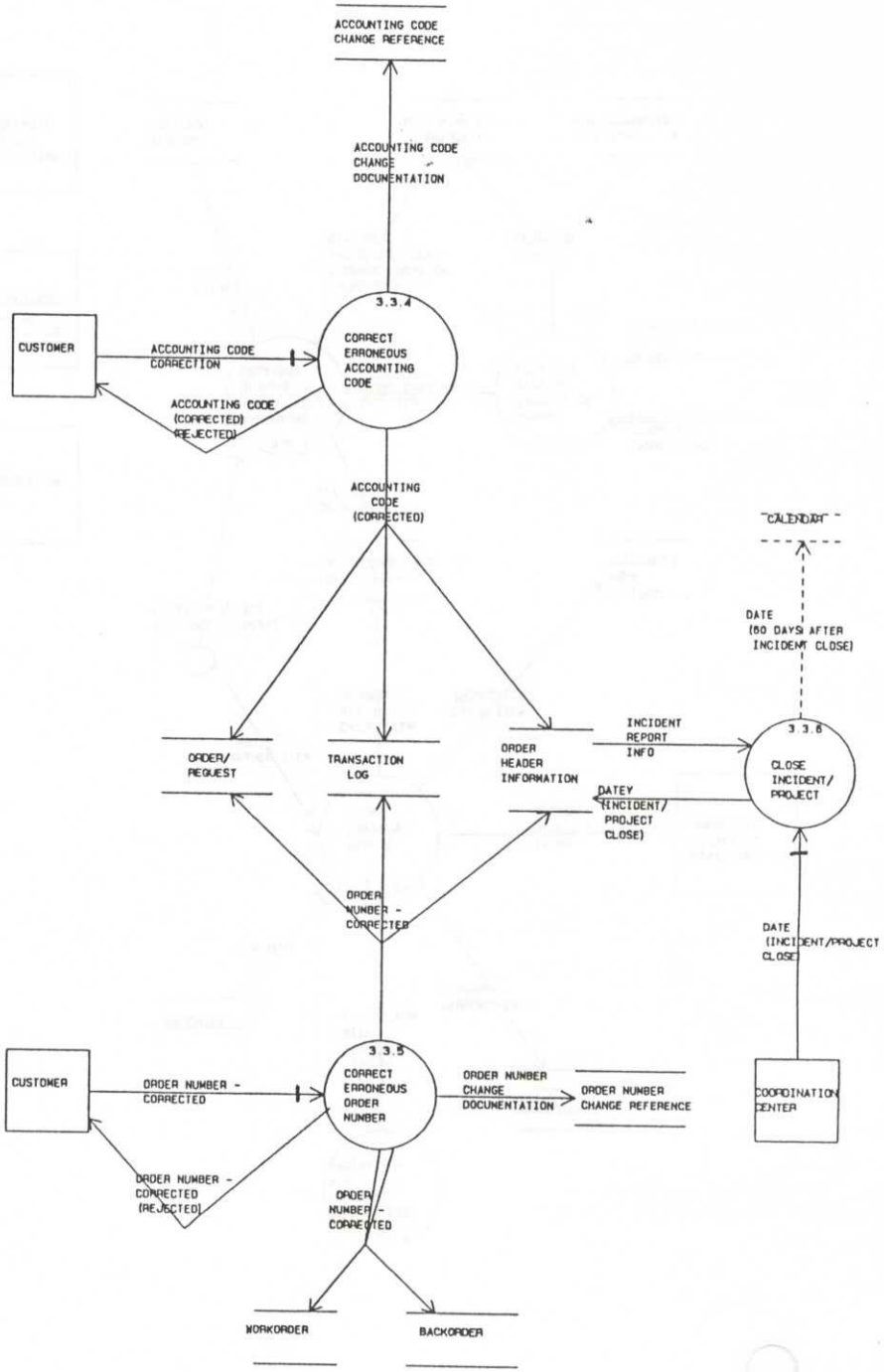
Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.2.0 INVENTORY MAINTENANCE
Filename : inv_main.trg
Chart created on : Oct-01-1993
by user : C. SCHAFER
Last modified on : Oct-01-1993
by user : C. SCHAFER



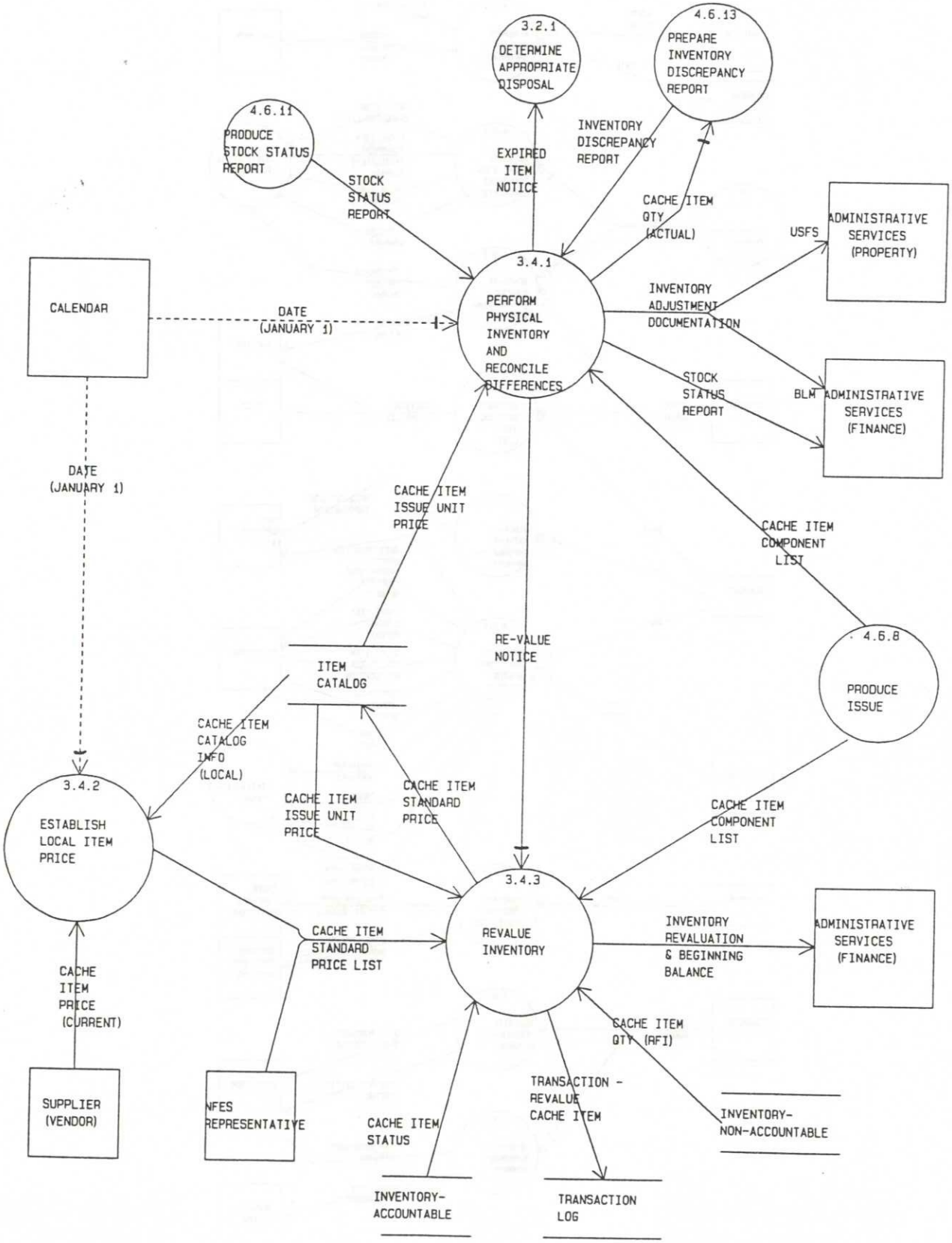


Project : W:\GA\ECPLUS32\NACS_SA\
Chart : 3 3 0 RECORDS MANAGEMENT
Filename : rec_mgmt.trg
Chart created on : Oct-01-1993
by user : C. SCHAFER
Last modified on : Oct-01-1993
by user : C. SCHAFER

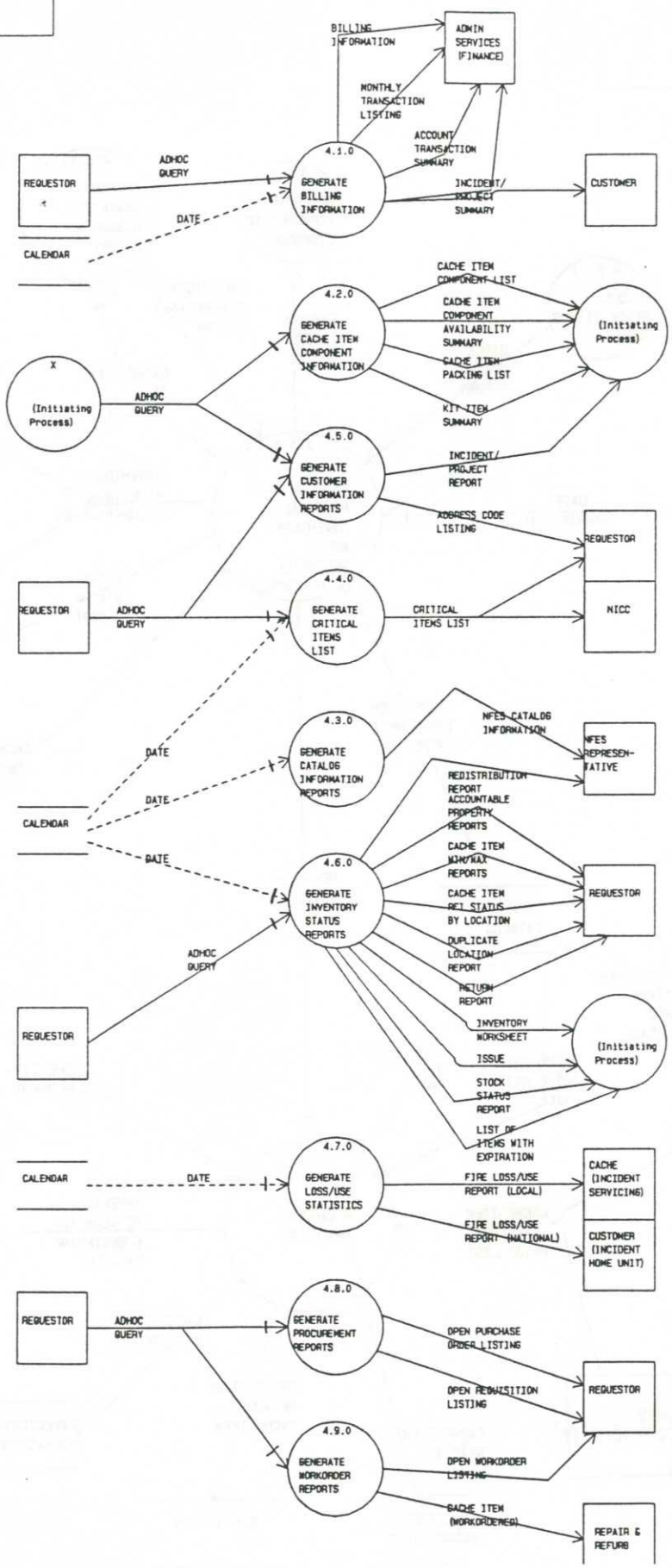




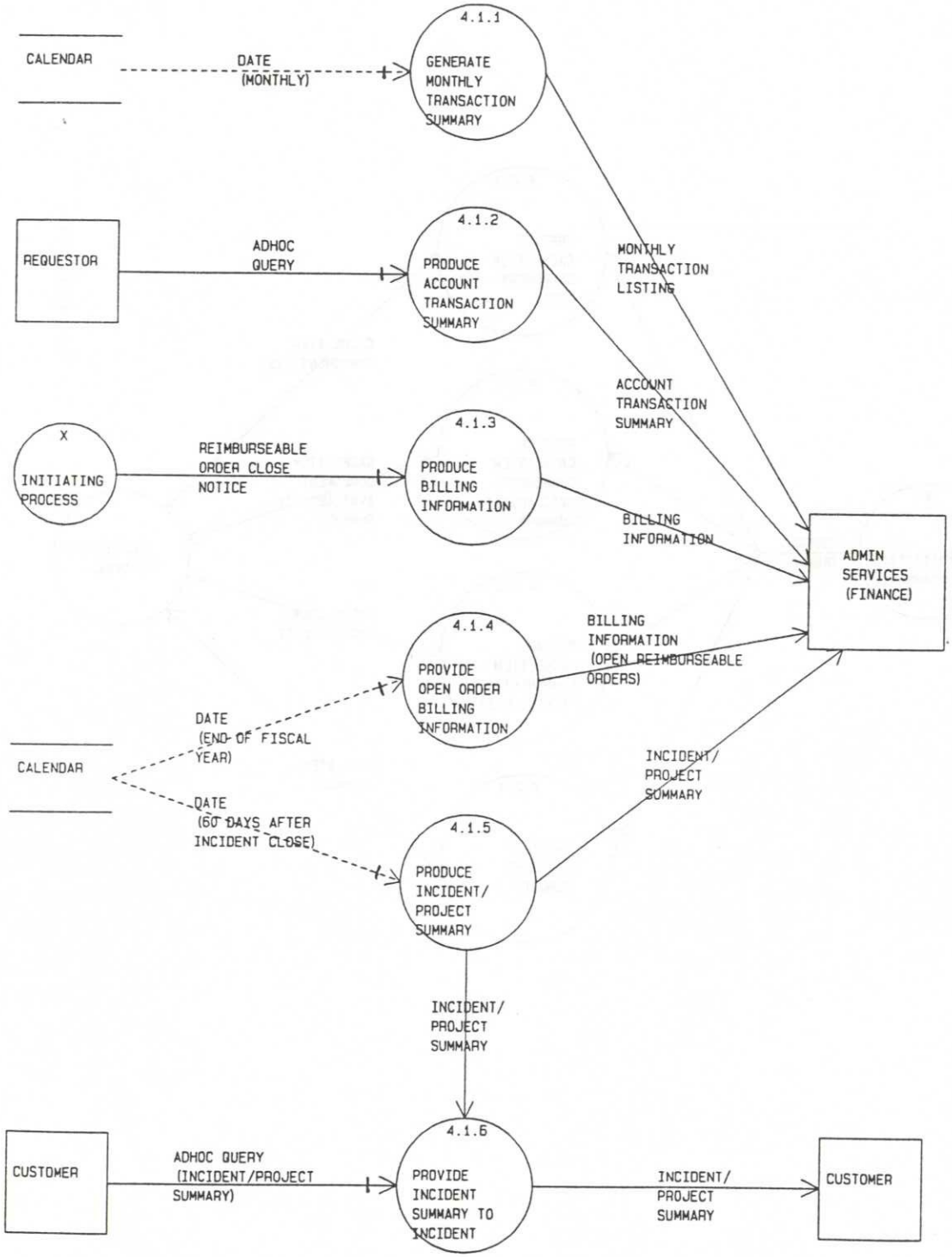
Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.4.0 ANNUAL INVENTORY
Filename : reconcil.trg
Chart created on : Apr-16-1993
by user : J. CROSBY
Last modified on : Oct-01-1993
by user : J.CROSBY



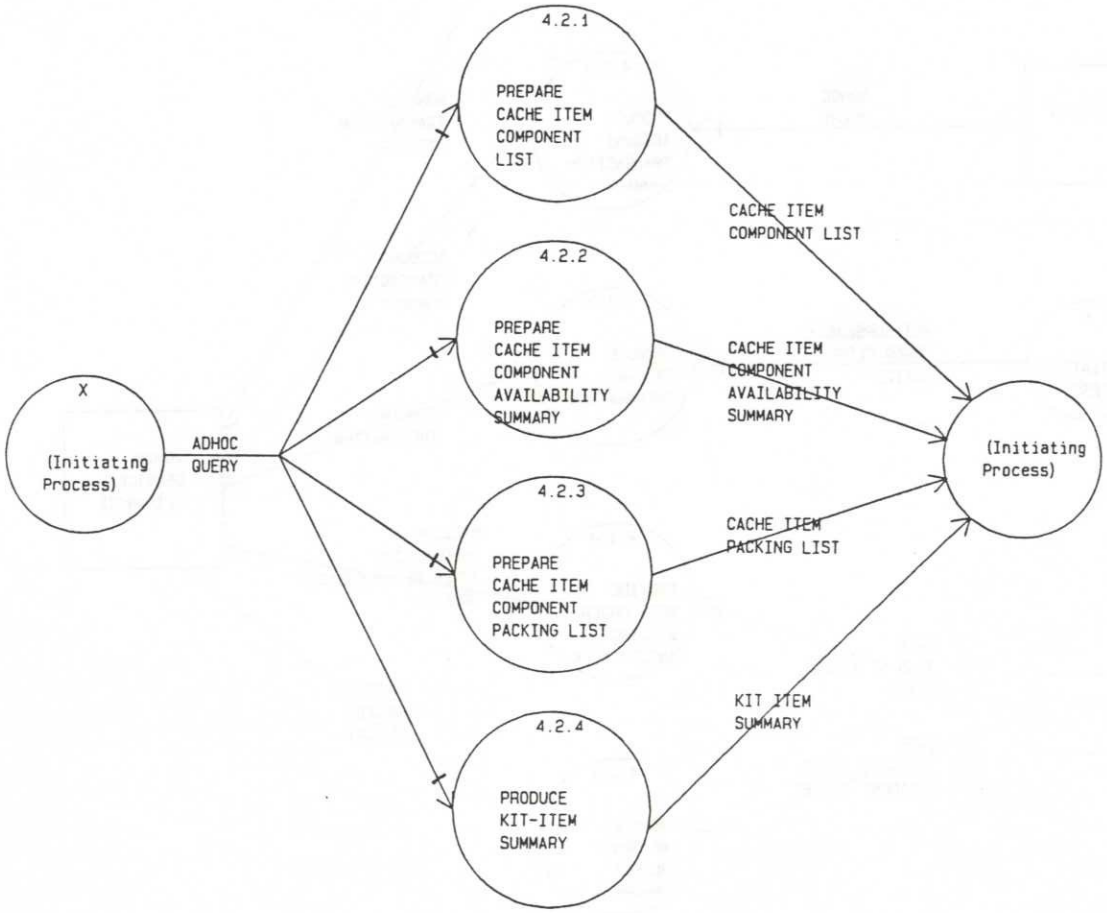
Project : K:\GR\ECPLUS32\NACS_SA\
Chart : 4.0 GENERATE REPORTS
Filename : reports.trg
Chart created on : Sep-30-1993
by user : J. Crosby
Last modified on : Oct-01-1993
by user : J.CROSBY



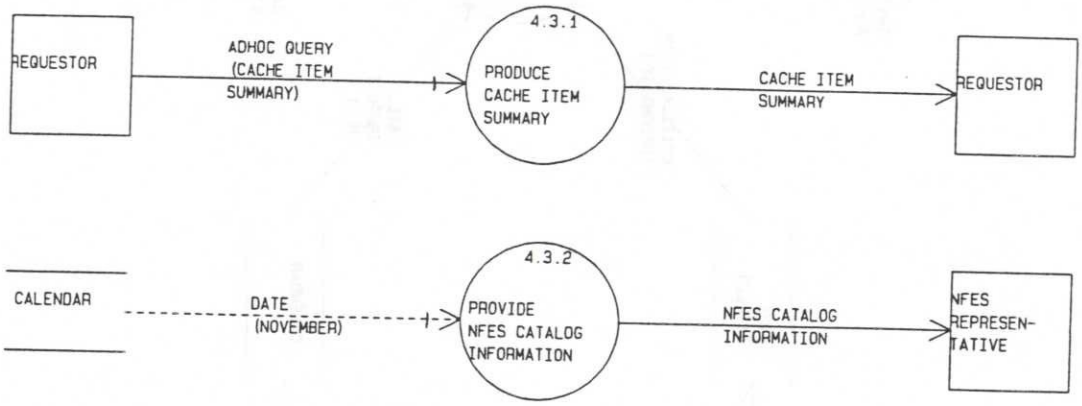
Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.1.0 PRODUCE BILLING REPORTS
Filename : bill_rpt.trg
Chart created on : Sep-30-1993
by user : J. Crosby
Last modified on : Oct-01-1993
by user : J.CROSBY



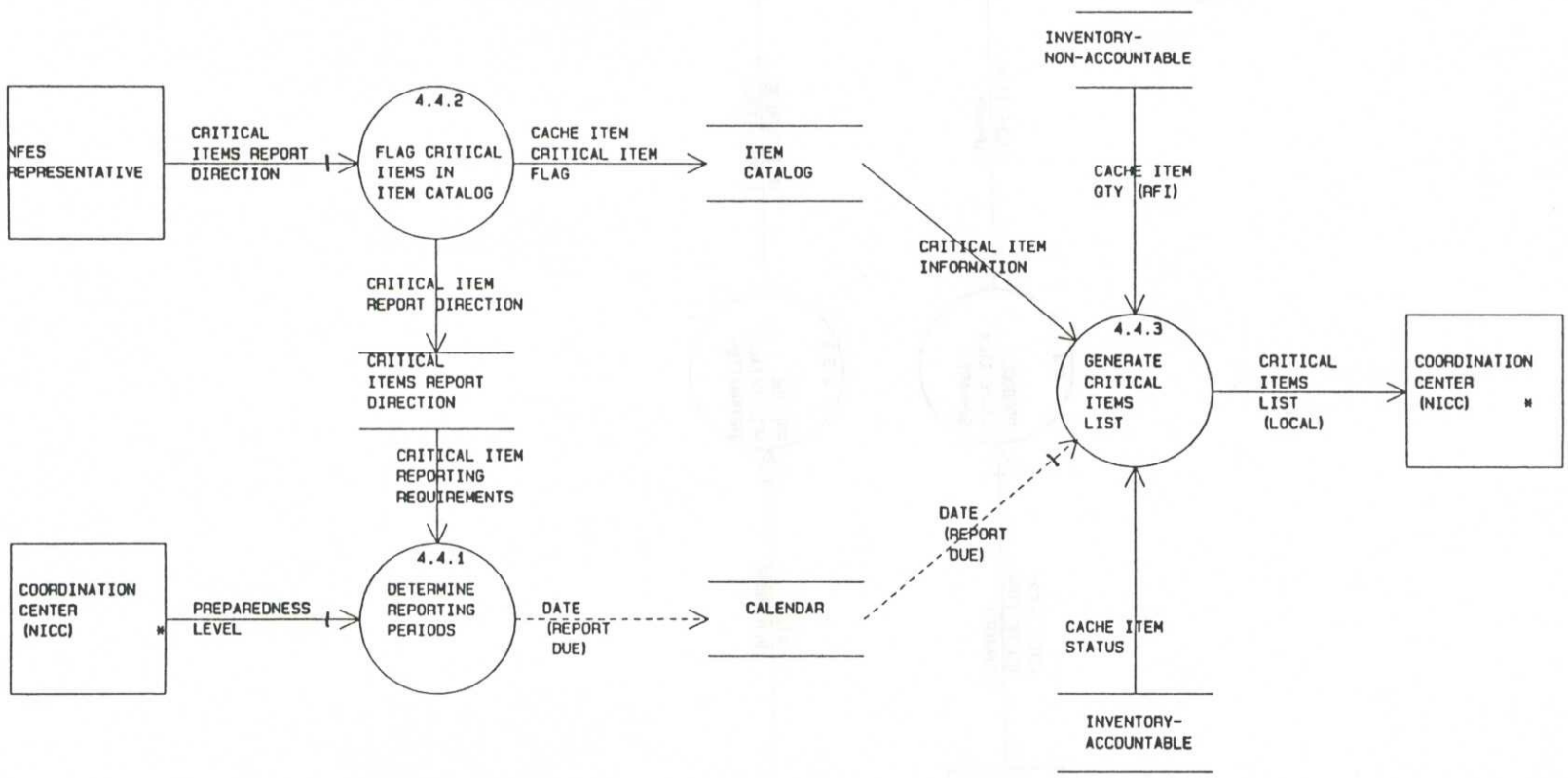
Project : N:\GR\NACS_SA\
Chart : 4.2.0 GENERATE COMPONENT REPORTS
Filename : comp_rpt.trg
Chart created on : Sep-30-1993
by user : J. Crosby
Last modified on : Oct-01-1993
by user : J. Crosby



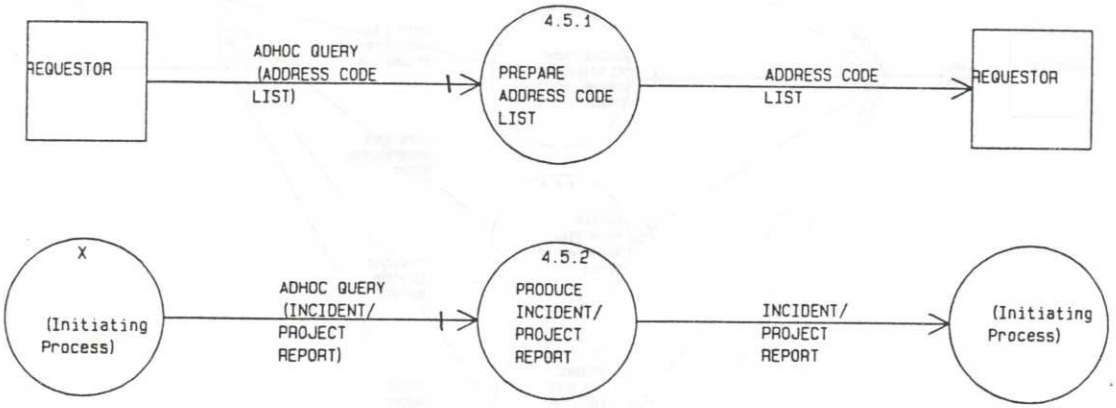
Project : N:\GR\NACS_SA\
Chart : 4.3.0 GENERATE CATALOG REPORTS
Filename : cat_rpts.trg
Chart created on : Sep-30-1993
by user : J. Crosby
Last modified on : Oct-01-1993
by user : J. Crosby



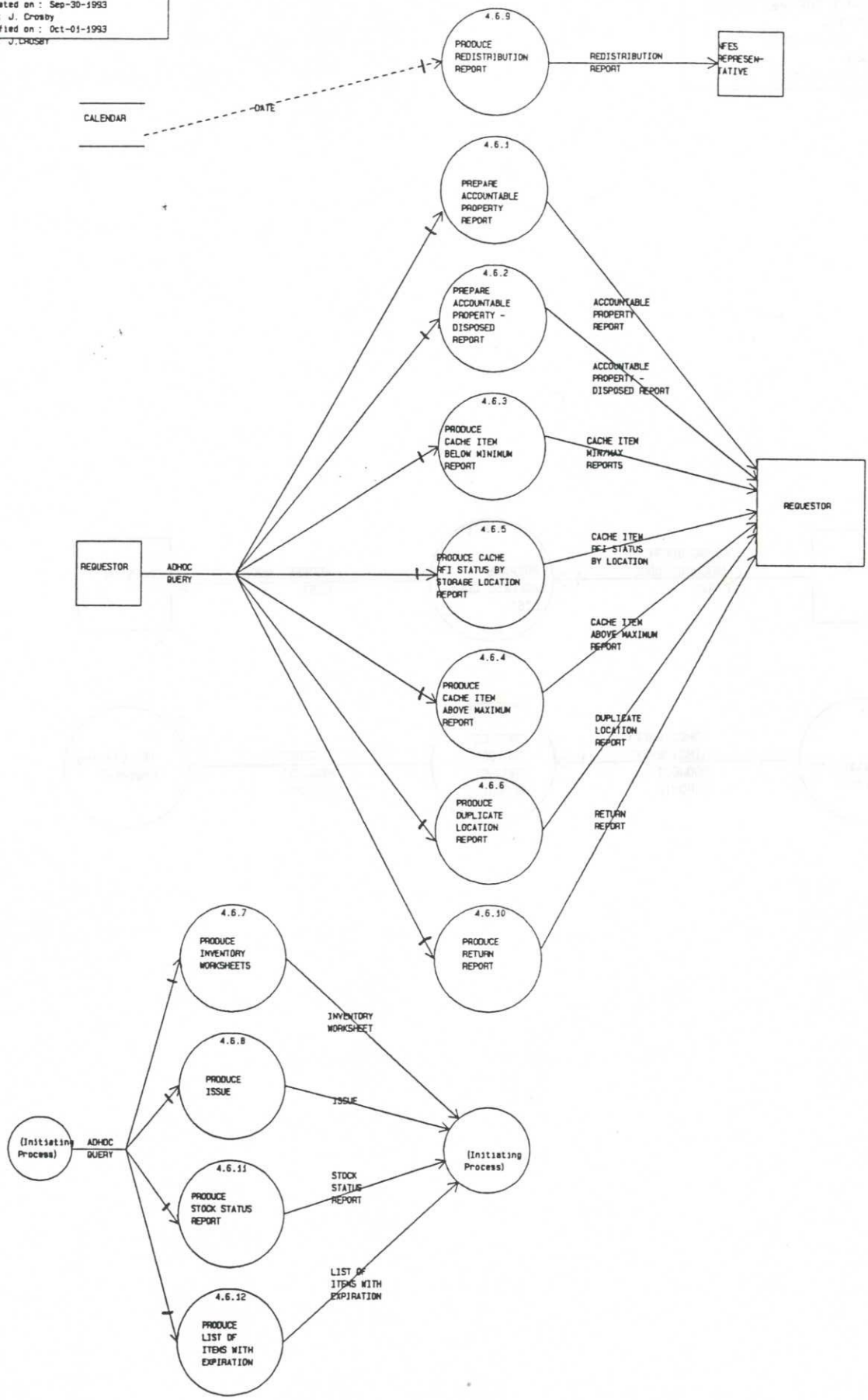
Project : W:\GA\ECPLUS32\NACS_SA\
Chart : 4.4.0 CRITICAL ITEMS LIST
Filename : crit_itm.trg
Chart created on : May-26-1993
by user : J. CROSBY
Last modified on : Sep-01-1993
~~by user : C.SCHAFER~~



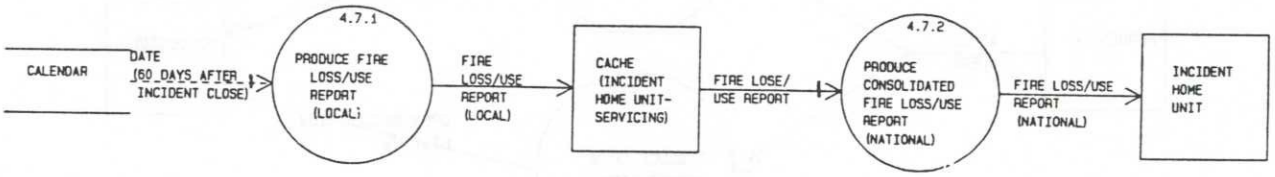
Project : N:\GR\NACS_SA\
Chart : 4.5.0 GENERATE CUSTOMER REPORTS
Filename : cust_rpt.trg
Chart created on : Sep-30-1993
by user : J. Crosby
Last modified on : Oct-01-1993
by user : J. Crosby



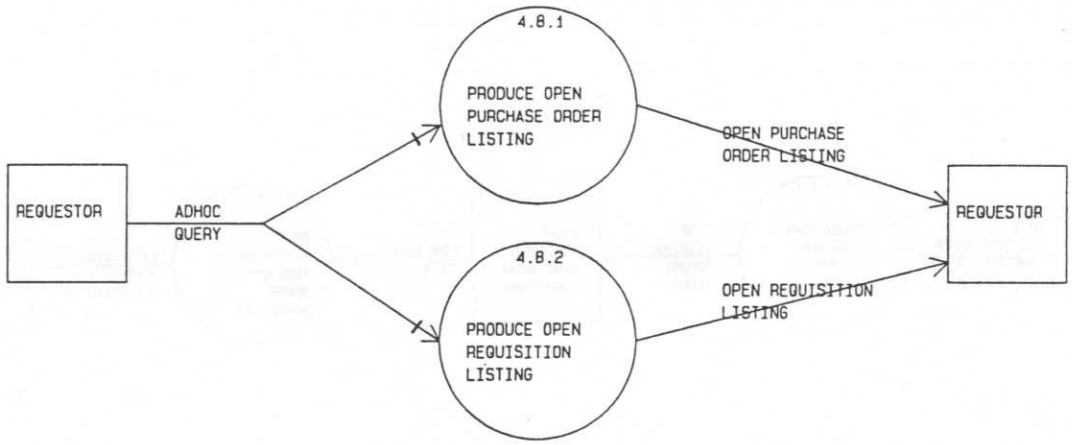
Project : W:\BR\ECPLUS32\NACS_SA\
Chart . 4.6.0 GENERATE INVENTORY REPORTS
Filename : inv_rpts.trg
Chart created on : Sep-30-1993
by user : J. Crosby
Last modified on : Oct-01-1993
by user : J.CROSBY



Project : K:\GR\NACS_SA\
Chart : 4.7.0 GENERATE LOSS/USE REPORTS
Filename : loss_rpt.trg
Chart created on : Sep-30-1993
by user : J. Crosby
Last modified on : Oct-01-1993
by user : J. Crosby



Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.8.0 GENERATE PROCUREMENT RPTS
Filename : proc_rpt.trg
Chart created on : Sep-30-1993
by user : J. Crosby
Last modified on : Oct-01-1993
by user : J.CROSBY



Project : N:\GR\NACS_SA\
Chart : 4.9.0 GENERATE WORKORDER REPORTS
Filename : wo_rpts.trg
Chart created on : Sep-30-1993
by user : J. Crosby
Last modified on : Oct-01-1993
by user : J. Crosby

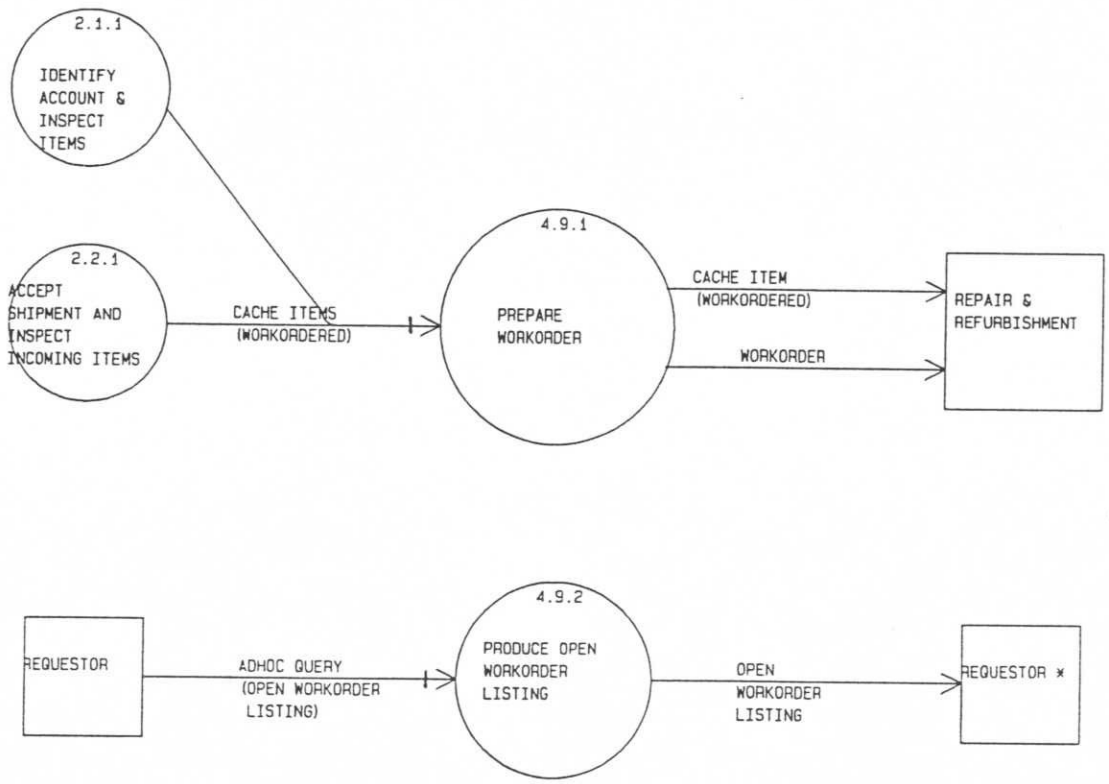


TABLE OF CONTENTS
Process Specifications

1. Process Order/Request

1.1 Issue Cache Items

1.1.1 Validate Order/Request 5-1
1.1.2 Establish New Account 5-5
1.1.3 Check Pending Orders 5-6
1.1.4.1 Check Availability/Commit Items 5-7
1.1.4.2 Verify Qty & Pull Items 5-12
1.1.4.3 Determine Build Quantity 5-15
1.1.4.4 Build Cache Items for Immediate Shipment 5-17
1.1.5.1 Determine Shipment Mode 5-19
1.1.5.2 Prepare Shipment 5-24
1.1.5.3 Mail Issue 5-28
1.1.5.4 Assign Cache Managed Transportation 5-31
1.1.5.5 Load Issue 5-32
1.1.5.6 Deliver Shipment via Cache Managed Transportation 5-33

1.2 Cancel Order/Request

1.2.1 Determine Order/Request Status 5-34
1.2.2 Cancel Order/Request - in Validate Order 5-35
1.2.3 Cancel Order/Request - in Obligate Items 5-36
1.2.4 Cancel Order/Request - in Verify Qty & Pull Items 5-37
1.2.5 Cancel Order/Request - in Determine Shipment Mode 5-39
1.2.6 Cancel Order/Request - in Prepare Shipment 5-41
1.2.7 Cancel Order/Request - in Load Issue 5-44
1.2.8 Cancel Order/Request - Backorder 5-47

1.3 Reconcile Missing Items in Shipment

1.3.1 Process Issue Shortage Notice 5-48

1.4 Place Items in Reserved" Status

1.4.1 Reserve Cache Items 5-50

1.5 Issue Backordered Items

1.5.1 Process Backorders 5-51

1.6 Transfer Items

1.6.1 Transfer Cache Items 5-52

2. Process Incoming Cache Items

2.1 Process Returns

2.1.1 Accept Shipment & Inspect Incoming Items 5-53
2.1.2 Close Workorder - Returns 5-57
2.1.3 Post Return 5-59

2.2 Process Receipts from Suppliers

2.2.1 Accept Shipment & Inspect Incoming Items 5-60
2.2.2 Close Workorder - Incoming Items 5-62
2.2.3 Assign Accountable Property Number 5-64
2.2.4 Post Incoming RFI Items 5-65

3.0 **Warehouse Activities**

3.1. Restock Inventory

3.1.1 Determine Stocking Requirements - New Items 5-67
3.1.2 Determine Stocking Requirements - Existing Items 5-69
3.1.3 Prepare Request for Supplies 5-73
3.1.4 Build Cache Items 5-75
3.1.5 Breakdown Cache Items 5-77
3.1.6 File Purchase Document Copy 5-79
3.1.7 Enter Item Supplier Information 5-80

3.2 Inventory Maintenance

3.2.1 Determine Appropriate Disposal 5-81
3.2.2 Reconcile Missing Cache Items 5-83
3.2.3 Change Cache Item Storage Location 5-87
3.2.4 Determine Appropriate Storage Location 5-88
3.2.5 Remove Expired Items 5-89

3.3 Records Management

3.3.1 Archive Inactive Customer Records 5-90
3.3.2 Archive Transaction Records 5-91
3.3.3 Change Cache Item Number 5-92
3.3.4 Correct Erroneous Accounting Code 5-93
3.3.5 Correct Erroneous Order Number 5-94
3.3.6 Close Incident/Project 5-95

3.4 Annual Inventory

3.4.1 Perform Physical Inventory & Reconcile Differences 5-96
3.4.2 Establish Local Item Price 5-98
3.4.3 Revalue Inventory 5-99

4.0 **Generate Reports/Output**

4.1 Billing Information

4.1.1 Generate Monthly Transaction Listing 5-101
4.1.2 Produce Account Transaction Summary 5-102
4.1.3 Produce Billing Information 5-103
4.1.4 Provide Open Order Billing Information 5-105
4.1.5 Produce Incident/Project Summary 5-106
4.1.6 Provide Incident Summary to Incident 5-109

4.2 Cache Item Component Info

4.2.1 Prepare Cache Item Component List 5-110
4.2.2 Prepare Cache Item Component Availability Summary 5-111
4.2.3 Prepare Cache Item Packing List 5-112
4.2.4 Produce Kit-Item Summary 5-113

4.3 Catalog Information

4.3.1 Produce Cache Item Summary 5-114
4.3.2 Provide NFES Catalog Information 5-115

4.4 Critical Items List

4.4.1 Determine Reporting Periods 5-116
4.4.2 Flag Critical Items in Item Catalog 5-117
4.4.3 Generate Critical Items List 5-118
4.4.4 Provide Critical Items List 5-119

4.5 Customer Information

4.5.1 Prepare Address Code Listing 5-120
4.5.2 Produce Incident/Project Report 5-121

4.6 Inventory Status

4.6.1 Prepare Accountable Property Report 5-122
4.6.2 Prepare Accountable Property - Disposed Report 5-123
4.6.3 Produce Cache Item Below Minimum Report 5-124
4.6.4 Produce Cache Item Above Maximum Report 5-126
4.6.5 Produce Cache RFI Status by Location Report 5-128
4.6.6 Produce Duplicate Location Report 5-129
4.6.7 Produce Inventory Worksheets 5-130
4.6.8 Produce Issue (Obligated Items List) 5-131
4.6.9 Produce Redistribution Report 5-132
4.6.10 Produce Return Report 5-134
4.6.11 Produce Stock Status Report 5-135
4.6.12 Produce List of Items with Expiration 5-137

4.7 Loss/Use Statistics

4.7.1 Produce Fire Loss/Use Report (Local) 5-140
4.7.2 Produce Consolidated Fire Loss/Use Report (National) . . . 5-142

4.8 Procurement Reports

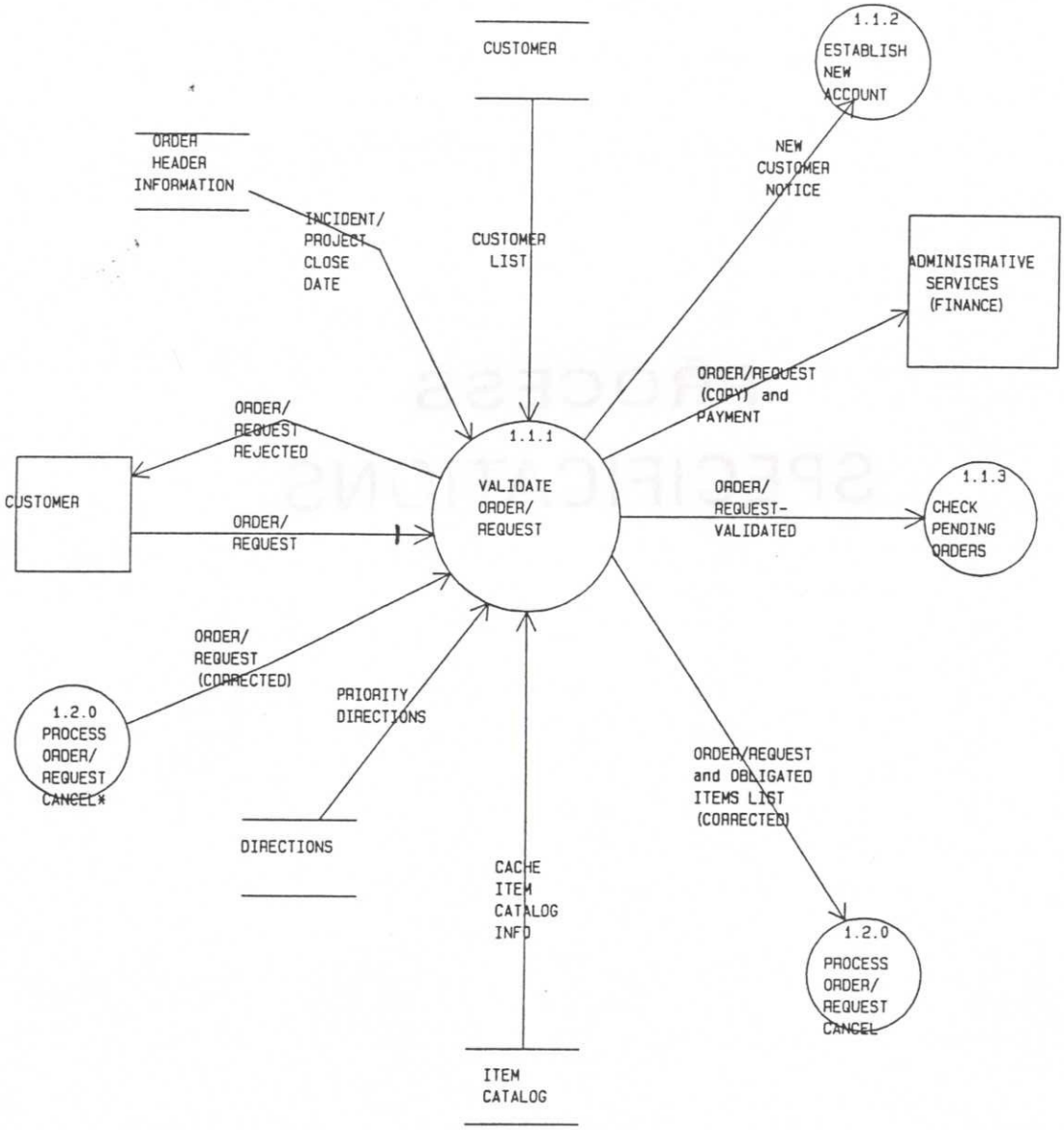
4.8.1 Produce Open Purchase Order Listing 5-144
4.8.2 Produce Open Requisition Listing 5-145

4.9 Workorders

4.9.1 Prepare Workorder 5-146
4.9.2 Produce Open Workorder Listing 5-147

PROCESS SPECIFICATIONS

Project : W:\GA\ECPLUS32\NACS_SA\
Chart : 1.1.1 validate order
Filename : validate.trg
Chart created on : Apr-09-1993
by user : J.CROSBY
Last modified on : Aug-18-1993
by user : C.SCHAFER



Mini-specification: 1.1.1 Validate Order/Request

September 30, 1993

Description: Validates the information provided by the requestor on the Resource Order/Request.

The following Business Rules have been established:

- Any ORDER/REQUEST that does not contain the following required information will be rejected:

  ORDER NUMBER, ADDRESS (DELIVERY), ADDRESS (JURISDICTION), PERSON NAME (AUTHORIZING), PERSON SIGNATURE (AUTHORIZING), ACCOUNTING CODE (CUSTOMER), CACHE ITEM NUMBER, CACHE ITEM DESCRIPTION, CACHE ITEM QTY (REQUESTED).
  Note: The ACCOUNTING CODE (CUSTOMER) may include the USFS Override code.

- A PRE-POSITION ORDER that results from issuance of previously pre-positioned items and REDISTRIBUTION ORDERS will also include the ACCOUNTING CODE (SHIPPING) of the benefitting unit (incident that or cache that is receiving the items).

- All orders in support of an incident/project MUST be received on a RESOURCE ORDER. All RESOURCE ORDERS must come from a dispatch organization located within the cache's geographic area.

- The cache's will always accept and process RESOURCE ORDERS from DISPATCH regardless of the type of incident/project. It is assumed that DISPATCH has already performed the necessary screening to ensure that the resource orders are limited to emergency orders and pre-positioning. The cache can refer questionable ORDERS back to DISPATCH.

- DIRECT SALES ORDERS can only be accepted from CUSTOMERS within the cache's geographic area, except in the case of SOLE SOURCE items which will be accepted from CUSTOMERS outside the geographic area. Local management will establish the policy for DIRECT SALES ORDERS within the cache's geographic area.

- The cache should not be used as the supply source in cases where it would be appropriate to go through other supply sources (such as GSA).

- An ORDER for DIRECT SALES from a non-federal entity must include advance payment for all requested items. Payment may be in the form of credit card information, check, money order, etc.

- An order for DIRECT SALES from a non-federal entity or a federal agency than the cache's agency must be submitted on a PURCHASE ORDER. CUSTOMERS from the same agency as cache can use either REQUISITION or PURCHASE ORDER as established by local policy.

- Management officials for the cache's geographic area will establish PRIORITY DIRECTIONS based on the local and national situation.

- All Replacement Orders in support of an incident/project must be submitted within 45 after the close of the incident. If an ORDER is received after DATE (45 DAYS AFTER CLOSE), the ORDER will be rejected. The customer may re-submit the order with a different accounting code.

- Only one ACCOUNTING CODE (REIMBURSABLE) may be assigned per agency per incident/project. An ACCOUNTING CODE (CUSTOMER) will be assigned by the agency who has jurisdiction over the incident/project -- and this number will be remain the same throughout the life of the incident/project. An additional ACCOUNTING CODE (REIMBURSABLE) may be assigned by other agencies as a cross-reference for billing purposes; however, only one code per agency can be assigned.

---

1. Receive ORDER/REQUEST.

2. Document DATE (ORDER/REQUEST RECEIVED) and TIME (ORDER/REQUEST RECEIVED).

3. Determine whether to accept or reject the order based on the following decision tables:

   A. To use the tables:

      1). Select the appropriate table, depending on the ORDER TYPE.
      2). Answer each question with a Yes or No.
      3). Select the column that matches your answers. ("-" means Yes or No).
      4). The last entry in the selected column provides the appropriate decision. (Y = Accept the order, N = Reject the order, D = Discretionary based on local policy.)

B. If ORDER is a RESOURCE ORDER or REPLACEMENT ORDER in support of an INCIDENT or PROJECT:

Did ORDER come from a DISPATCH organization?	Y	N	-	-	-	-
Is order in support of an INCIDENT/PROJECT?	Y	-	N	-	-	-
Is DISPATCH unit in cache's geographic area?	Y	-	-	N	-	-
Does ORDER contain all required information?	Y	-	-	-	N	-
If REPLACEMENT ORDER, is the ORDER DATE within 45 days of the DATE (INCIDENT/PROJECT CLOSE)?	Y	-	-	-	-	N
ACCEPT ORDER	Y	N	N	N	N	N

C. If ORDER is a PURCHASE ORDER for DIRECT SALES:

Is CUSTOMER a FEDERAL agency?	Y	Y	Y	Y	N	N	N	N
Is PAYMENT enclosed?	-	-	-	-	Y	Y	N	-
Is CUSTOMER within cache's GEOGRAPHIC AREA?	-	Y	N	-	-	Y	-	-
Does ORDER contain all required info?	Y	Y	-	N	Y	Y	-	N
Is REQUEST for a SOLE SOURCE item?	Y	N	N	-	Y	N	-	-
ACCEPT ORDER	Y	D	N	N	Y	D	N	N

D. If ORDER is a REQUISITION for DIRECT SALES.

Is CUSTOMER from same AGENCY as cache?	Y	Y	N	Y	Y	Y
Is CUSTOMER within cache's GEOGRAPHIC AREA?	Y	N	-	N	-	-
Does ORDER HEADER contain all required information?	Y	Y	-	-	N	-
Is REQUEST for a SOLE SOURCE item?	-	Y	-	N	-	-
Is ACCOUNTING CODE format valid?	Y	Y	-	-	-	N
ACCEPT ORDER	Y	D	N	N	N	N

4. Perform action based on decisions in 3. above.

   A. If ACCEPT ORDER = "YES"

      1). Proceed to Step 5. below.

   B. If ACCEPT ORDER = "NO"

      1). Send ORDER/REQUEST - REJECTED to CUSTOMER with reason(s) for rejecting the order. (Customer can re-submit the order with corrected information.

5. Check for existing CUSTOMER account.

A. Retrieve CUSTOMER LIST from CUSTOMER store.

1). If CUSTOMER INFO does not exist

a. Forward NEW CUSTOMER NOTICE to 1.1.2 ESTABLISH NEW ACCOUNT.

6. Retrieve ORDER HEADER INFO (EXISTING) from ORDER HEADER INFORMATION store.

A. If ORDER HEADER INFO does not exist

1). If reimbursable code is required

a. Retrieve ACCOUNTING CODE (REIMBURSABLE) from CUSTOMER store.

2). Retrieve PRIORITY DIRECTIONS from the DIRECTIONS store.

3). Assign an ORDER PRIORITY CODE, based on the following Decision Table for Establishing Priority Codes for Incoming Orders:

IF												
Order Type =	RO	RO	RO	RO	RO	RO	REPL	REPL	REPL	REQ	REQ	REQ
and Timeframe Needed =	TODAY	TODAY	2-4 DA	2-4 DA	5+DA	5+DA	TODAY	2-4 DA	5+ DA	TODAY	2-4 DA	5+ DA
and High Priority Incident =	Yes	No	Yes	No	Yes	No	n/a	n/a	n/a	n/a	n/a	n/a
THEN												
Order Priority Code =	1	2	2	3	3	4	2	3	4	3	3	4

Definition of Terms:

Order Type:
RO = Resource Order in Support of Incident
REPL = Replacement Order to replenish resources expended during an incident
REQ = Requisition or Purchase Order

High Priority Incident:
Yes = Priority Directions have designated this incident as a High Priority
No = No special priority has been established for this incident.

Order Priority Codes:
1 = Process this FIRST, goes out TODAY.
2 = Process this today, after Priority 1 orders have been processed
3 = Process this today or tomorrow, after Priority 1 & 2 orders have been processed
4 = Process this as time permits, after all other priority orders have been processed

NOTE: Order Priority Codes may be elevated depending on the situation. (e.g. in order to allow adequate time to deliver items utilizing the most cost effective means without jeopardizing the meeting of higher priority deadlines.)

4). Enter ORDER HEADER INFO (NEW) into the ORDER HEADER INFORMATION store.

7. For each line item in the ORDER/REQUEST

   A. Retrieve CACHE ITEM CATALOG INFO.

   B. Verify that CACHE ITEM DESCRIPTION, and CACHE ITEM ISSUE UNIT correspond with the CACHE ITEM NUMBER from ITEM CATALOG and CACHE ITEM QTY (REQUESTED) is realistic based on PRIORITY DIRECTIONS (if appropriate). If CACHE ITEM QTY (REQUESTED) is near but less than CACHE ITEM ISSUE UNIT STANDARD PACK QTY change ORDER/REQUEST ITEM QTY to CACHE ITEM ISSUE UNIT STANDARD PACK QTY.

      1). If information does not correspond or is not realistic

         a. Return ORDER/REQUEST - REJECTED to CUSTOMER.

   C. Verify that ORDER/REQUEST NUMBER is not a duplicate.

      1). If ORDER/REQUEST NUMBER is a duplicate

         a. Return ORDER/REQUEST - REJECTED to CUSTOMER.

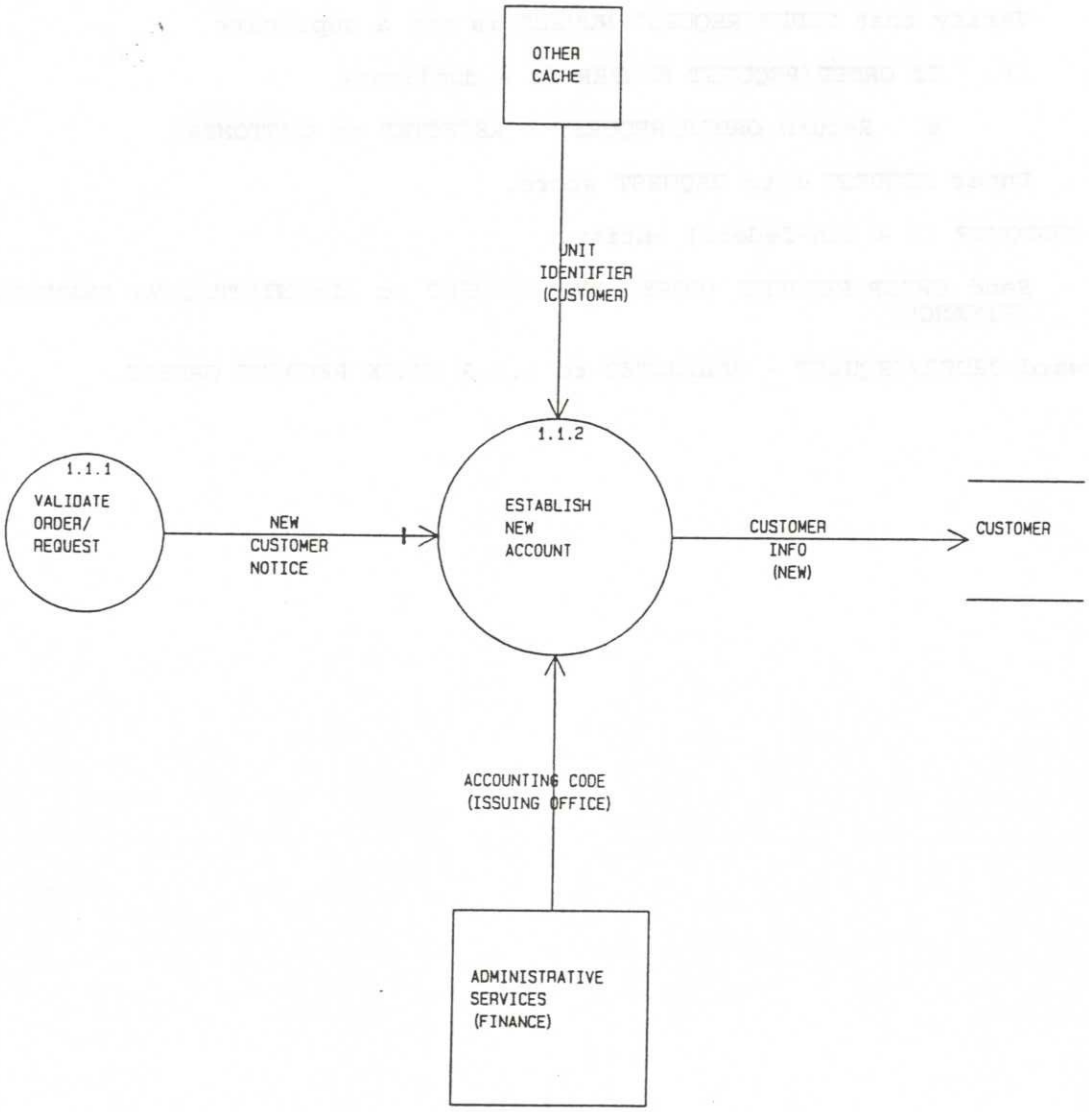
   D. Enter REQUEST into REQUEST store.

8. If CUSTOMER is a non-federal entity,

   A. Send ORDER/REQUEST (COPY) AND PAYMENT to ADMINISTRATIVE SERVICES (FINANCE).

9. Forward ORDER/REQUEST - VALIDATED to 1.1.3 CHECK PENDING ORDERS.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.1.2 establish new acct
Filename : new_acct.trg
Chart created on : Apr-09-1993
by user : J.CROSBY
Last modified on : Aug-18-1993
by user : C.SCHAFER



Mini-specification: 1.1.2 Establish New Account

September 30, 1993

Description: Create record of Accounting Data and Billing Address for Requestor.

1. Receive NEW CUSTOMER NOTICE from 1.1.1 VALIDATE ORDER/REQUEST.

2. Assign new UNIT IDENTIFIER (CUSTOMER) code.

   A. Check with other caches to see if Unit ID has already been created for customer.

      1) If so, Retrieve UNIT IDENTIFIER from Cache.

         otherwise,

      2) Create new UNIT IDENTIFIER (CUSTOMER).

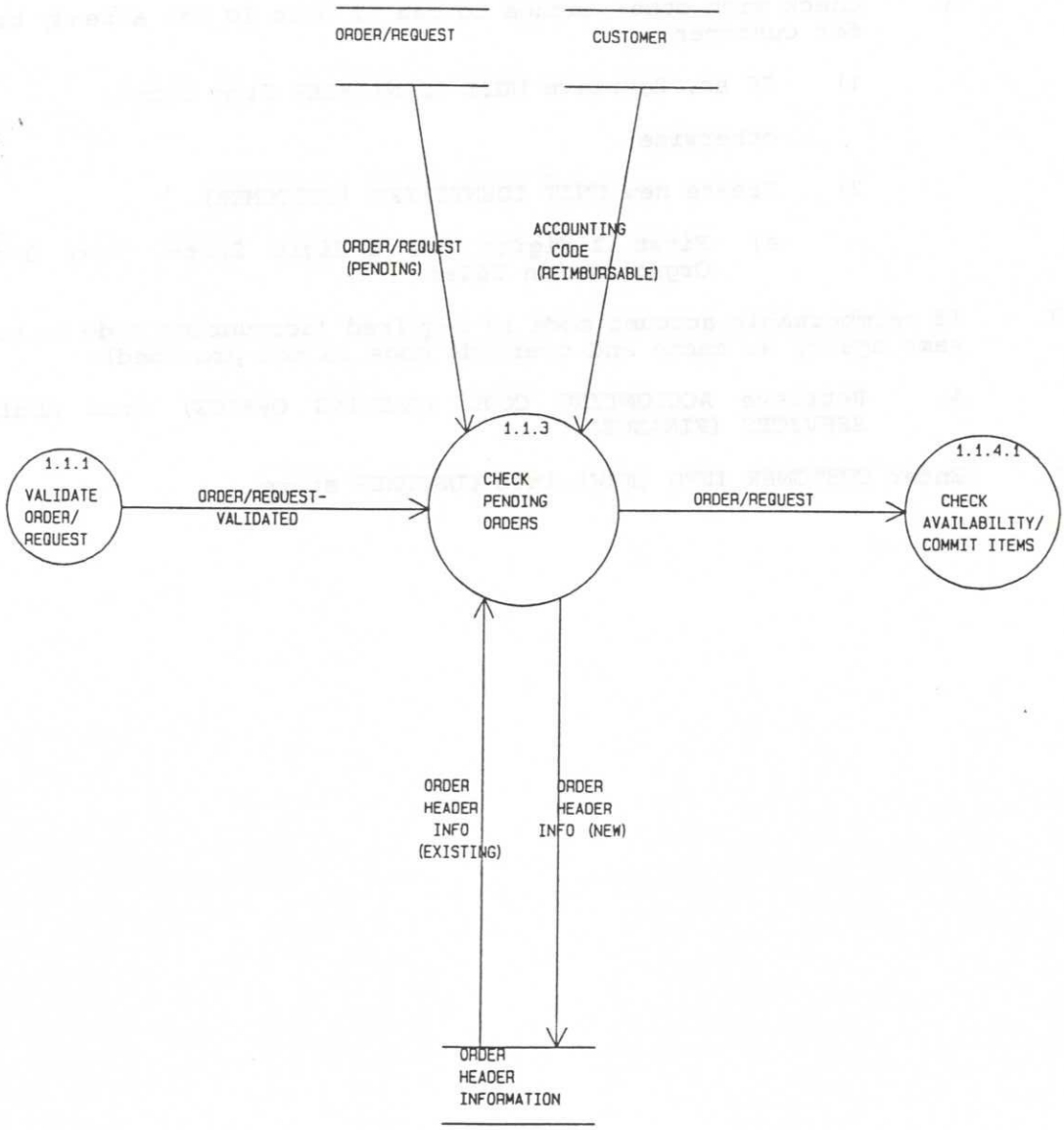
         a) First 2-digits are 2-digit State, Next 3-digits are Organization Codes.

3. If reimbursable account code is required (accounting code is not from the same agency as cache and override code is not provided):

   A. Retrieve ACCOUNTING CODE (ISSUING OFFICE) from ADMINISTRATIVE SERVICES (FINANCE).

4. Enter CUSTOMER INFO (NEW) into CUSTOMER store.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.1.3 check pending orders
Filename : pend_ord.trg
Chart created on : Aug-02-1993
by user : C.SCHAFER
Last modified on : Aug-30-1993
by user : C.SCHAFER



Process Specification: 1.1.3 Check Pending Orders

September 30, 1993

Description: Check pending orders and send to obligate based on priority and workload.

1. Receive ORDER/REQUEST - VALIDATED from 1.1.1 VALIDATE ORDER/REQUEST.

2. Retrieve all ORDER/REQUESTs (PENDING) from ORDER/REQUEST store.

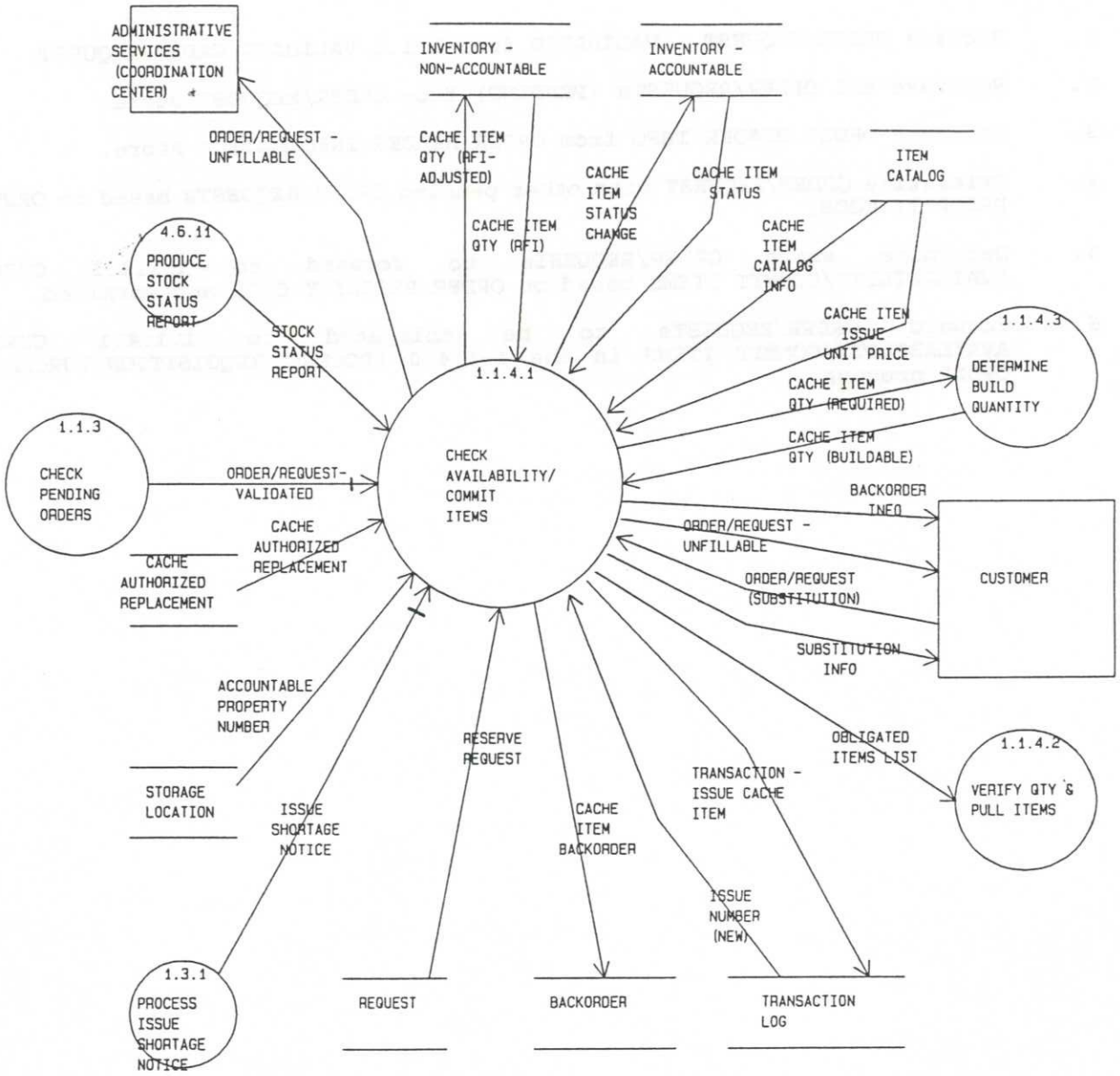
3. Retrieve ORDER HEADER INFO from ORDER HEADER INFORMATION store.

4. Prioritize ORDER/REQUEST with other pending ORDER/REQUESTs based on ORDER PRIORITY CODE.

5. Determine which ORDER/REQUESTs to forward to 1.1.4.1 CHECK AVAILABILITY/COMMIT ITEMS based on ORDER PRIORITY CODE and workload.

6. Forward ORDER/REQUESTs to be obligated to 1.1.4.1 CHECK AVAILABILITY/COMMIT ITEMS in the 1.1.4.0 PROCESS REQUISITION/PURCHASE ORDER process.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.1.4.1 check inv/commit items
Filename : comm_itm.trg
Chart created on : Aug-30-1993
by user : C.SCHAFER
Last modified on : Sep-28-1993
by user : C. SCHAFER



Process Specification: 1.1.4.1 Check Availability/Commit Items

September 30, 1993

Description: Check CACHE ITEM availability and Obligate Items.

The following Business Rules have been established:

- CACHE AUTHORIZED REPLACEMENT: The cache can automatically substitute items without CUSTOMER approval for items which are no longer available in the catalog, but the existing supply must be exhausted prior to issuing the new stock. Example: Radio batteries that have been replaced by a newer model by the manufacturer.

- CACHE ITEMS can be: 1) built by consolidating one or more CACHE ITEMs; 2) made available by breaking a consolidated CACHE ITEM (e.g. a kit) into individual CACHE ITEM (components); 3) derived by breaking down a bulk item into smaller items (e.g. 500 foot spool of shroud line broken down into 50 foot lengths).

- "Short" kits (kits packed with one or more items missing) will only be built in response to an emergency ORDER. "Short" kits will never be placed in the STORAGE LOCATION.

- A cache may choose to obligate less than the requested quantity of a particular cache item even if the inventory shows that sufficient quantities of the item are available. This is based on PRIORITY DIRECTIONS and POTENTIAL REQUEST information.

- SUBSTITUTION INFORMATION. A cache may offer a possible substitution for a certain cache item. If the CUSTOMER decides that the substitution item will meet the requirements, a new REQUEST must be submitted for the substitution item.

- BACKORDERS will not be created for RESOURCE ORDERS (for which a "fill or kill" policy exists) or for REPLACEMENT ORDERS for CUSTOMERS outside the cache's geographic area. BACKORDERS may be created for all other types of orders.

- Items sent to CUSTOMER as a result of an ISSUE SHORTAGE (re-filling an order for items 'lost in transit') will re-issued at zero cost to the CUSTOMER.

- CACHE ITEMS that have been obligated to fill an ORDER/REQUEST will not be removed and re-obligated to fill a different ORDER/REQUEST.

---

1. Receive ORDER/REQUEST - VALIDATED from 1.1.3 CHECK PENDING ORDERS.

2. Retrieve (and reserve) the next ISSUE NUMBER (NEW) from TRANSACTION LOG.

3. For each ORDER REQUEST NUMBER on the ORDER/REQUEST,

   A. Determine if CACHE AUTHORIZED REPLACEMENT applies

      1). If CACHE ITEM NUMBER (REQUESTED) is identified in the CACHE AUTHORIZED REPLACEMENT store (to be replaced by an item which is discontinued but valid until supply is exhausted),

         a. Retrieve CACHE AUTHORIZED REPLACEMENT from the CACHE AUTHORIZED REPLACEMENT store.

         b. Change CACHE ITEM NUMBER (REQUESTED) to CACHE ITEM NUMBER (DISCONTINUED) on the ORDER/REQUEST.

         c. Note substitution on the ORDER/REQUEST.

4. Obligate CACHE ITEMS. For each ORDER REQUEST NUMBER:

A. If ORDER/REQUEST type is RESERVE REQUEST, Retreive corresponding RESERVE REQUEST from the REQUEST store.

1). If CACHE ITEM QTY (REQUESTED) is less than CACHE ITEM QTY (RESERVED) (for this RESERVE REQUEST)

a. Return CACHE ITEM QTY (RESERVED - EXCESS) (for this RESERVE REQUEST) to 'RFI' status.

B. If CACHE ITEM is accountable property (this includes accountable property assigned to kits):

1). Determine CACHE ITEM QTY (OBLIGATED):

a. Calculate the CACHE ITEM QTY (RFI) -- which is derived by Retrieving and Counting those items that CACHE ITEM STATUS equals "RFI" in the INVENTORY - ACCOUNTABLE store.

b. If CACHE ITEM QTY (RFI) is greater than zero:

1 - Receive ACCOUNTABLE PROPERTY NUMBER from STORAGE LOCATION of item(s) that will be Issued. (If ORDER TYPE is RESERVED, followup items will already be flagged as "RESERVED".) Floor personnel Flag item(s) as obligated.

c. If CACHE ITEM QTY (RFI) is zero:

1 - CACHE ITEM QTY (OBLIGATED) equals zero.

2). Enter CACHE ITEM STATUS CHANGE into INVENTORY - ACCOUNTABLE:

a. For each ACCOUNTABLE PROPERTY NUMBER, change CACHE ITEM STATUS to "ISSUED".

b. For each ACCOUTABLE PROPERTY NUMBER, Reserved but not Issued, change CACHE ITEM STATUS to "RFI".

c. If CACHE ITEM QTY (RESERVED - EXCESS) is greater than zero, Remove "RESERVED" tag from CACHE ITEMS (RESERVED) but not ordered and place back it storage.

C. If CACHE ITEM is not accountable property (this includes kits):

1). Determine CACHE ITEM QTY (OBLIGATED):

a. Retrieve CACHE ITEM QTY (RFI) from INVENTORY - NON-ACCOUNTABLE store.

b. If CACHE ITEM QTY (RFI) in INVENTORY - NON-ACCOUNTABLE is equal or greater than CACHE ITEM QTY (REQUESTED)

1 - CACHE ITEM QTY (OBLIGATED) is equal to CACHE ITEM QTY (REQUESTED). (This qty may be overridden to be less than the qty requested even if RFI items are available.)

c. If CACHE ITEM QTY (RFI) in INVENTORY - NON-ACCOUNTABLE is less than CACHE ITEM QTY (REQUESTED),

1 - If item is an individual CACHE ITEM -- it is not possible to build the item at the cache,

a - CACHE ITEM QTY (OBLIGATED) = CACHE ITEM QTY (RFI).

2 - If item is a CACHE ITEM (CONSOLIDATED) -- a kit or other cache item comprised of other cache item (components):

a - Determine if sufficient quantities of CACHE ITEM (COMPONENTS) exist to build the required CACHE ITEM QTY (REQUIRED). Refer to Process Spec 1.1.4.3 Determine Build Quantity.

b - If CACHE ITEM QTY (BUILDABLE) plus CACHE ITEM QTY (BUILD SHORT) plus CACHE ITEM QTY (RFI) is equal to CACHE ITEM QTY (REQUIRED),

1 - CACHE ITEM QTY (OBLIGATED) = CACHE ITEM QTY (BUILDABLE) plus CACHE ITEM QTY (BUILD SHORT) plus CACHE ITEM QTY (RFI).

2). Enter CACHE ITEM QTY (RFI - UPDATED) into INVENTORY - NON-ACCOUNTABLE

a. CACHE ITEM QTY (RFI - UPDATED) equals CACHE ITEM QTY (RFI) plus CACHE ITEM QTY (RESERVED EXCESS) minus CACHE ITEM QTY (OBLIGATED).

D. Determine action on unfilled quantities when CACHE ITEM QTY (OBLIGATED) equals zero (cache item is not in stock):

1). If order type is REQUISITION/PURCHASE ORDER or Local Replacement PURCHASE ORDER and CACHE ITEM is not accountable property:

a. Create CACHE ITEM BACKORDER.

1 - Calculate CACHE ITEM QTY (BACKORDER).

A - CACHE ITEM QTY (BACKORDER) equals CACHE ITEM QTY (REQUESTED).

2 - Enter CACHE ITEM BACKORDER into BACKORDER store.

2). If order type is RESOURCE ORDER/REQUEST,

a. Provide SUBSTITUTION INFO to CUSTOMER:

1 - Review CACHE ITEM CATALOG INFO from the ITEM CATALOG to determine if there is a possible substitution for requested item.

A - Retrieve STOCK STATUS REPORT for items with same CACHE ITEM PRINCIPLE NAME. (Refer to 4.6.11 PRODUCE STOCK STATUS REPORT.)

2 - If possible substitution is identified,

A - Contact CUSTOMER with SUBSTITUTION INFO regarding possible item substitution.

B - If CUSTOMER accepts substitution,

1) - CUSTOMER must provide a new ORDER/REQUEST (SUBSTITUTION) for the substituted CACHE ITEM NUMBER and CACHE ITEM QTY (REQUESTED - UNFILLED).

a - Enter ORDER/REQUEST (SUBSTITUTION) on the REQUEST.

2 - Cancel the unfilled items from the original request:

a - Change CACHE ITEM QTY (REQUESTED) on the REQUEST to CACHE ITEM QTY (OBLIGATED).

b - Note substitution in REQUEST COMMENTS.

C - Send ORDER/REQUEST (SUBSTITUTION) to Item 4 Above for processing.

E. Create transaction record for each ORDER REQUEST NUMBER:

1). Retrieve CACHE ITEM ISSUE UNIT PRICE from ITEM CATALOG.

2). Enter TRANSACTION - ISSUE CACHE ITEMs into TRANSACTION LOG store.

a. CACHE ITEM QTY (ISSUED) equals CACHE ITEM QTY (OBLIGATED).

b. If ORDER TYPE is "Issue Shortage" (re-filling and order for 'lost' in transit), TRANSACTION AMOUNT is $0 (CUSTOMER will not be charged for lost items);

otherwise, TRANSACTION AMOUNT equals CACHE ITEM ISSUE UNIT PRICE. (Total price for each line item is calculated by Multiplying CACHE ITEM QTY times TRANSACTION AMOUNT.)

1 - Update CACHE ITEM QTY (RESERVED) in INVENTORY - NON-ACCOUNTABLE by subtracting CACHE ITEM QTY (OBLIGATED).

5. Generate OBLIGATED ITEMS LIST. (Refer to 4.6.8 PRODUCE ISSUE (OBLIGATED ITEMS LIST)).

6. If CACHE ITEM QTY (TOTAL OBLIGATED) equals zero (no items will be issued at this time for this order), Notify the CUSTOMER:

A. If order type is REQUISITION/PURCHASE ORDER or local replacement RESOURCE ORDER,

1). Notify CUSTOMER of BACKORDER INFO.

B. If order type is RESOURCE ORDER (other than local replacement),

1). Send ORDER/REQUEST - UNFILLABLE to COORDINATION CENTER and CUSTOMER. Include an explanation that the requested CACHE ITEMs are not available and that ORDER/REQUEST has been forwarded to COORDINATION CENTER due to unavailability.

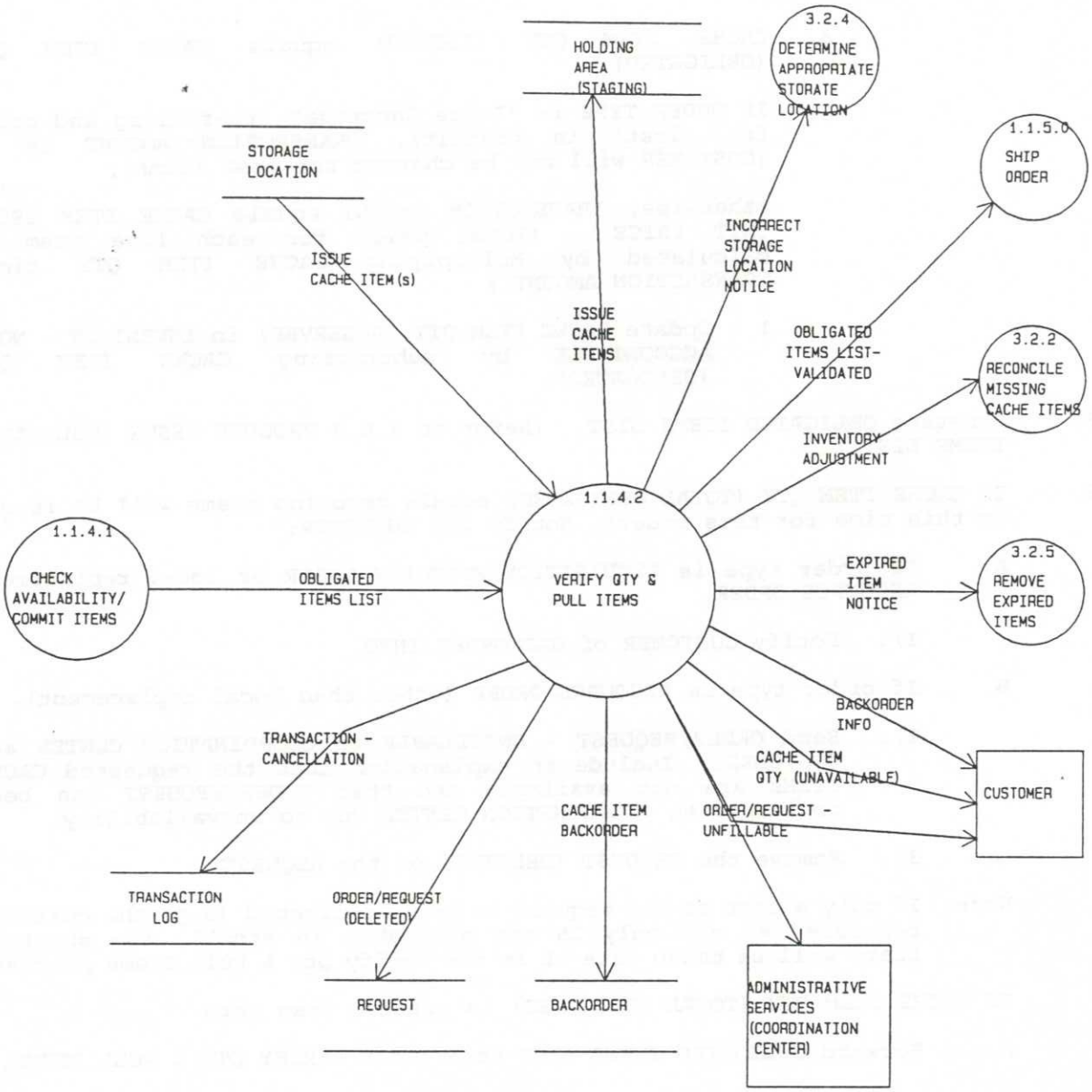
3). Remove the REQUEST (DELETED) on the REQUEST.

Note: If only a part of the request is being obligated (e.g. the customer requested 40 and only 25 are available in stock), the shortage items will be taken care of in the Verify Qty & Pull Items process.

7. If CACHE ITEM QTY (TOTAL OBLIGATED) is greater than zero

A. Forward OBLIGATED ITEMS LIST to 1.1.4.2 VERIFY QTY & PULL ITEMS.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.1.4.2 verify & pull
Filename : verify.trg
Chart created on : Apr-09-1993
by user : J.CROSBY
Last modified on : Sep-30-1993
by user : C. SCHAFER



Process Specification: 1.1.4.2 Verify Qty & Pull Items

September 30, 1993

Description: Remove item from storage location.

The following Business Rules have been established:

- The OBLIGATED ITEMS LIST may be modified to accommodate the possibility that the quantities of inventory listed as "RFI" in the inventory system may not match the quantities that are physically located in the STORAGE LOCATION. (The missing items may be the result of a) theft, b) stock personnel placing item in wrong bin, c) data entry error in receipt, issue, or return transactions, d) etc.) If this occurs, a process to RECONCILE THE MISSING CACHE ITEMS must be initiated.

- BACKORDERS will not be created for RESOURCE ORDERS (for which a "fill or kill" policy exists) or for REPLACEMENT ORDERS for CUSTOMERS outside the cache's geographic area. BACKORDERS may be created for all other types of orders.

---

1. Receive OBLIGATED ITEMS LIST from 1.1.4.1 CHECK AVAILABILITY/COMMIT ITEMS.

   A. Prioritize ORDER/REQUEST with other pending ORDER/REQUESTs based on ORDER PRIORITY CODE.

2. For each ORDER REQUEST NUMBER

   A. Go to designated STORAGE LOCATION(s) and:

      1). Retrieve ISSUE CACHE ITEMs from STORAGE LOCATION using primary or alternate location.

         a. If item has a shelf life, verify that item is still within the expiration period.

            1 - If expiration date has passed, reject item and Send EXPIRED ITEM NOTICE to 3.2.5 REMOVE EXPIRED ITEMS.

               A - If no unexpired items are available to fill request

                  1) - Note on EXPIRED ITEM NOTICE that INVENTORY has already been adjusted by CACHE ITEM QTY (OBLIGATED).

         b. If item stored in STORAGE LOCATION is not the correct item

            1 - Forward INCORRECT STORAGE LOCATION NOTICE to 3.2.4 DETERMINE APPROPRIATE STORAGE LOCATION.

c. If CACHE ITEM QTY (OBLIGATED) of CACHE ITEM is not available (not found in CACHE STORAGE LOCATION),

1 - Correct the CACHE ITEM QTY (OBLIGATED) shown on the OBLIGATED ITEMS LIST to indicate the correct quantity found in stock.

A - CACHE ITEM QTY (OBLIGATED) (ADJUSTED) equals CACHE ITEM QTY (ACTUAL RFI).

2 - Forward INVENTORY ADJUSTMENT to 3.2.2 RECONCILE MISSING CACHE ITEMS for further investigation of missing cache items.

A - Note on INVENTORY ADJUSTMENT that INVENTORY has already been adjusted by CACHE ITEM QTY (MISSING).

1) - CACHE ITEM QTY (MISSING) equals CACHE ITEM QTY (OBLIGATED) minus CACHE ITEM QTY (ACTUAL RFI).

d. If CACHE ITEM is a kit marked as "SHORT" (Kit was built with one or more components missing)

1 - Enter: "CACHE ITEM NUMBER (KIT) is being shipped short of the following item(s): CACHE ITEM NUMBER (SHORT) and CACHE ITEM DESCRIPTION (SHORT)" in OBLIGATED ITEMS LIST comments section.

B. Determine action on unfilled quantities:

1). If CACHE ITEM QTY (OBLIGATED) is less than CACHE ITEM QTY (REQUESTED),

a. If order type is REQUISITION/PURCHASE ORDER or local replacement RESOURCE ORDER

1 - Create CACHE ITEM BACKORDER.

A - Calculate REQUEST BACKORDER QTY.

1) - REQUEST BACKORDER QTY equals CACHE ITEM QTY (REQUESTED).

2) - Enter CACHE ITEM BACKORDER into BACKORDER store.

3. If CACHE ITEM QTY (TOTAL OBLIGATED) is greater than zero (item(s) will be issued for the order):

   A. Assemble all items retrieved in 2.A. above into ISSUE CACHE ITEMs.

   B. Validate the ISSUE CACHE ITEMs:

      1). Ensure that the physical quantity of items pulled in the ISSUE CACHE ITEMs equals the CACHE ITEM QTY (OBLIGATED) for the ORDER REQUEST.

      2). Enter PERSON NAME (FILLED BY), DATE (ISSUED), TIME (ISSUED) into OBLIGATED ITEMS LIST (VALIDATED).

      3). Enter PERSON NAME (ISSUE CHECKED BY) into OBLIGATED ITEMS LIST (VALIDATED).

   C. Place ISSUE CACHE ITEMs into HOLDING AREA (STAGING).

   D. Forward OBLIGATED ITEMS LIST - VALIDATED to 1.1.5.1 DETERMINE SHIPMENT MODE in the 1.1.5.0 SHIP ORDER process.

4. If CACHE ITEM QTY (TOTAL OBLIGATED) is zero (no item(s) will be issued for the order), Notify the CUSTOMER:

   A. If order type is REQUISITION/PURCHASE ORDER or local replacement RESOURCE ORDER,

      1). Notify CUSTOMER of all BACKORDER INFO.

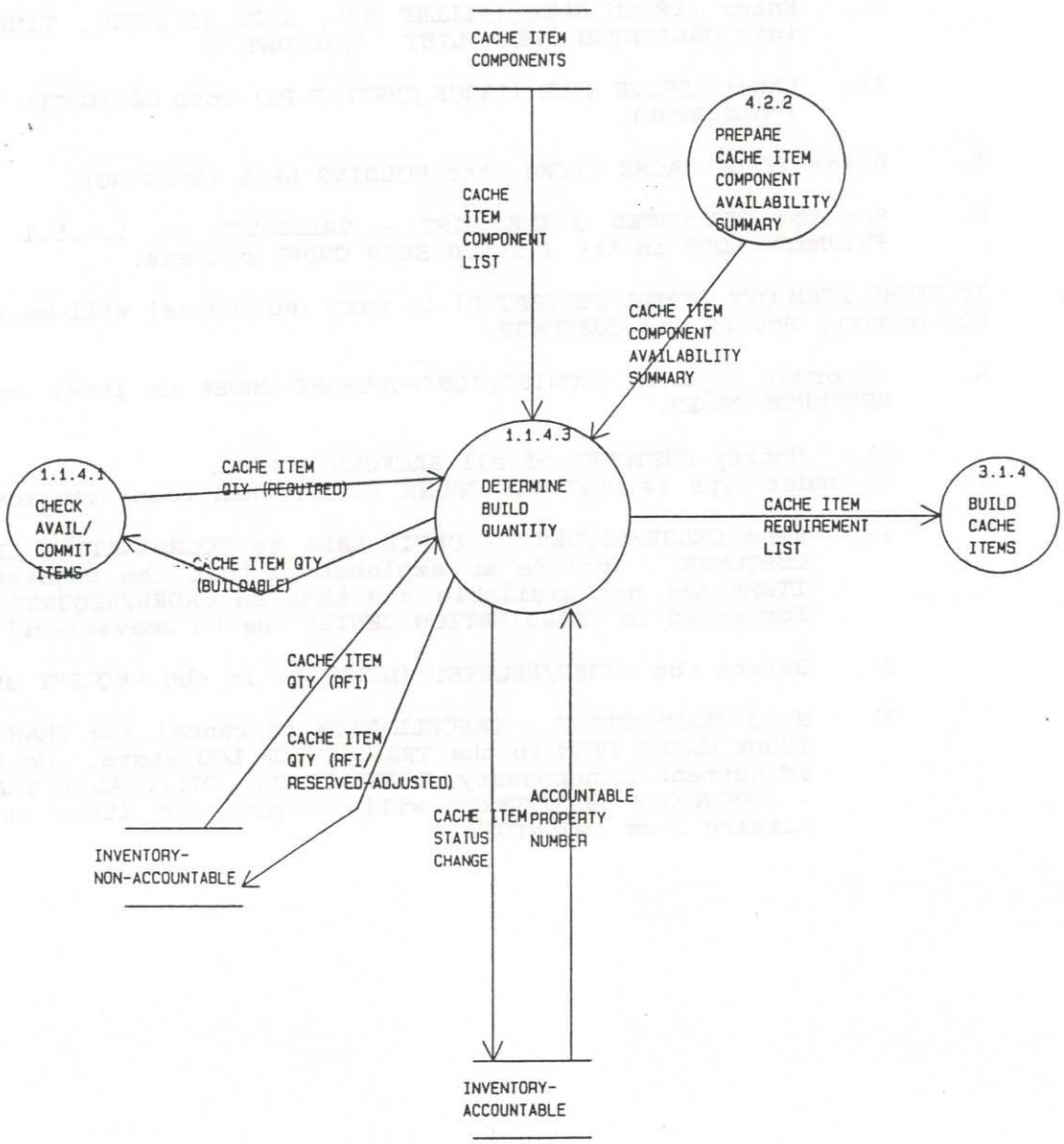
   B. If order type is RESOURCE ORDER (other than local replacement)

      1). Send ORDER/REQUEST - UNFILLABLE to COORDINATION CENTER and CUSTOMER. Include an explanation that the requested CACHE ITEMs are not available and that an ORDER/REQUEST has been forwarded to COORDINATION CENTER due to unavailability.

      2). Delete the ORDER/REQUEST (DELETED) in the REQUEST store.

      3). Send TRANSACTION - CANCELLATION to cancel the TRANSACTION - ISSUE CACHE ITEM in the TRANSACTION LOG store. No INVENTORY adjustment is necessary, TRANSACTION - DISPOSAL or TRANSACTION - INVENTORY ADJUSTMENT will account for items removed or missing from INVENTORY.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.1.4.3 determine buildquantity
Filename : det_bild.trg
Chart created on : Aug-12-1993
by user : C.SCHAFER
Last modified on : Sep-01-1993
by user : C.SCHAFER



Process Specification: 1.1.4.3 Determine Build Quantity

September 30, 1993

Description: This process is used to determine the quantity of items to be built. It also provides for building cache items "short".

The following Business Rules have been established:

- The cache can build "short" kits (kits that are missing one or more components) only in cases where the request is for an emergency order that will immediately leave the cache. "Short" kits should never be placed on the shelf.

- The cache may add additional components to a kit; however, the locally added items must identified on a supplemental kit component list and will be issued as a separate line item. The reason for this business rule is so that national standard prices can be applied for return credit and Fire Loss/Use reporting for all kits, regardless of who issued the kit.

---

1. Determine whether sufficient quantities of CACHE ITEM (COMPONENT) exist within the inventory to build the CACHE ITEM QTY (REQUIRED).

   A. Retrieve CACHE ITEM COMPONENT LIST from CACHE ITEM COMPONENT store.

   B. Retrieve the CACHE ITEM COMPONENT AVAILABILITY SUMMARY from the 4.3.2 PREPARE CACHE ITEM COMPONENT AVAILABILITY SUMMARY process.

   C. Determine CACHE ITEM QTY (BUILD):

      1) If the CACHE ITEM QTY (BUILDABLE) is equal or greater than the CACHE ITEM QTY (REQUIRED) for each of the CACHE ITEM (COMPONENTs),

         a) CACHE ITEM QTY (BUILD) = CACHE ITEM QTY (REQUESTED)

         b) Generate CACHE ITEM PACKING LIST to be included with each CACHE ITEM being built. Refer to 4.2.3 PREPARE CACHE ITEM PACKING LIST process.

      2) If the CACHE ITEM QTY (BUILDABLE) is less than the CACHE ITEM QTY (REQUIRED),

         a) CACHE ITEM QTY (BUILD) = CACHE ITEM QTY (BUILDABLE)

         b) Decide whether or not to build kits short.

            1 - Review an Evaluate the KIT SHORTAGE SUMMARY.

            2 - If item will be built short

               a - Determine CACHE ITEM QTY (BUILD SHORT)

               b - Generate CACHE ITEM PACKING LIST (SHORT) that excludes the CACHE ITEMs (SHORT). Refer to 4.2.3 PREPARE CACHE ITEM PACKING LIST process.

   D. Generate CACHE ITEM REQUIREMENT LIST (build request):

      1) Enter the CACHE ITEM QTY (BUILD) of complete (all components available) CACHE ITEMS to be built.

      2) Enter the CACHE ITEM QTY (BUILD SHORT) of CACHE ITEMS to be built short.

         a) Enter instructions to label item as short on CACHE ITEM REQUIREMENT LIST.

2. Update the INVENTORY to Obligate the CACHE ITEM (COMPONENT):

A. For each non-accountable component item

1) Calculate the CACHE ITEM QTY (REQUIRED-COMPONENTS).

a) CACHE ITEM QTY (REQUIRED-COMPONENTS) equals CACHE ITEM QTY (CONSOLIDATED ITEMS) times the CACHE ITEM QTY (COMPONENT) as identified in the CACHE ITEM COMPONENT store.

2) Enter CACHE ITEM QTY (RFI - ADJUSTED) in INVENTORY - NON-ACCOUNTABLE store.

a) CACHE ITEM QTY (RFI-ADJUSTED) is derived by subtracting CACHE ITEM QTY (REQUIRED-COMPONENTS) from existing CACHE ITEM QTY (RFI).

3) Enter CACHE ITEM QTY (RESERVED-ADJUSTED into INVENTORY - NON-ACCOUNTABLE store.

a) CACHE ITEM QTY (RESERVED-ADJUSTED) is derived by Adding CACHE ITEM QTY (REQUIRED-COMPONENTS) to CACHE ITEM QTY (RESERVED).

B. For each accountable property component item

1) Receive CACHE ITEM ACCOUNTABLE PROPERTY NUMBER of item(s) that to be incorporated into kits or consolidated items. Floor personnel Mark item(s) as obligated for consolidation.

2) Enter CACHE ITEM STATUS CHANGE into INVENTORY - ACCOUNTABLE store by changing status from "RFI" to "IN KIT" for items to be incorporated in kits or consolidated items. Enter the CACHE ITEM NUMBER (KIT) for which the accountable property has been assigned.

3. Forward CACHE ITEM REQUIREMENT LIST to 1.1.4.4 BUILD CACHE ITEMS.

4. Forward CACHE ITEM QTY (BUILDABLE) to 1.1.4.1 CHECK AVAILABILITY/COUNT ITEMS.

Process Specification: 1.1.4.4 Build Cache Items for Immediate Shipment

September 30, 1993

Description: This process is used to retrieve and assemble component cache items into consolidated cache items. e.g. kits, shovel with sheath for an order that requires immediate shipment.

The following Business Rules have been established:

- In extreme emergency situations, a determination can be made to ship "short" kits to an incident. "Short" means that one or more components are not available to build a complete item.

- A CACHE ITEM can consist of other CACHE ITEMS. For example, CACHE ITEM NUMBER 1040 - Crash Rescue Kit consists of the following CACHE ITEMs: 1092 - Axe, crash, serrated edge, 1091 - Axe, crash, smooth edge, etc.

  In this model, CACHE ITEM (CONSOLIDATED) refers to these types of cache items, such as kits, shovel with sheath, etc. CACHE ITEM (COMPONENT) refers to the various components within the CACHE ITEM (CONSOLIDATED).

---

1. Receive CACHE ITEM REQUIREMENT LIST from 1.1.4.3 DETERMINE BUILD QUANTITY.

2. Retrieve CACHE ITEM COMPONENT LIST from 4.2.1 PREPARE CACHE ITEM COMPONENT LIST process.

3. Retrieve appropriate quantity of CACHE ITEM (COMPONENT)s from STORAGE LOCATION using primary or alternate location.

   A. If item has a shelf life, verify that item is still within the expiration period.

      1) If expiration date has passed,

         a) Reject item and send EXPIRED ITEM NOTICE to 3.2.5 REMOVE EXPIRED ITEMS.

   B. If item does not meet quality standard,

      1) Reject item and

      2) Send REJECTED ITEM NOTICE to 3.2.1 DETERMINE APPROPRIATE DISPOSAL.

4. Assemble CACHE ITEM (CONSOLIDATED) (e.g. shovel with sheath, kit).

   A. If CACHE ITEM (CONSOLIDATED) is a kit

      1). Retrieve CACHE ITEM PACKING LIST from the 4.1.2 PREPARE CACHE ITEM PACKING LIST process.

      2). Place CACHE ITEM PACKING LIST in CACHE ITEM (CONSOLIDATED).

5. Label CACHE ITEM (CONSOLIDATED). This includes NFES label and special labels.

   A. If CACHE ITEM was built "short" of one or more components,

      1) Label CACHE ITEM (CONSOLIDATED) as short.

6. Enter action in TRANSACTION LOG:

A. For each CACHE ITEM (CONSOLIDATED)

1). Enter TRANSACTION - ADD CACHE ITEM (CONSOLIDATED) into TRANSACTION LOG store.

Note: An inventory adjustment is not necessary, since the consolidated item will never be placed on the shelf -- it is being built for immediate shipment.

B. For each CACHE ITEM (COMPONENT), Update quantities in INVENTORY:

1). For each non-accountable CACHE ITEM (COMPONENT)

a. Update CACHE ITEM QTY (RESERVED - ADJUSTED) of CACHE ITEM (COMPONENT) in INVENTORY - NON-ACCOUNTABLE store by subtracting total number incorporated into kits or consolidated items. This is equal to the CACHE ITEM COMPONENT QTY multiplied by CACHE ITEM QTY (BUILT).

b. Enter TRANSACTION - REMOVE CACHE ITEM (COMPONENT) into the TRANSACTION LOG.

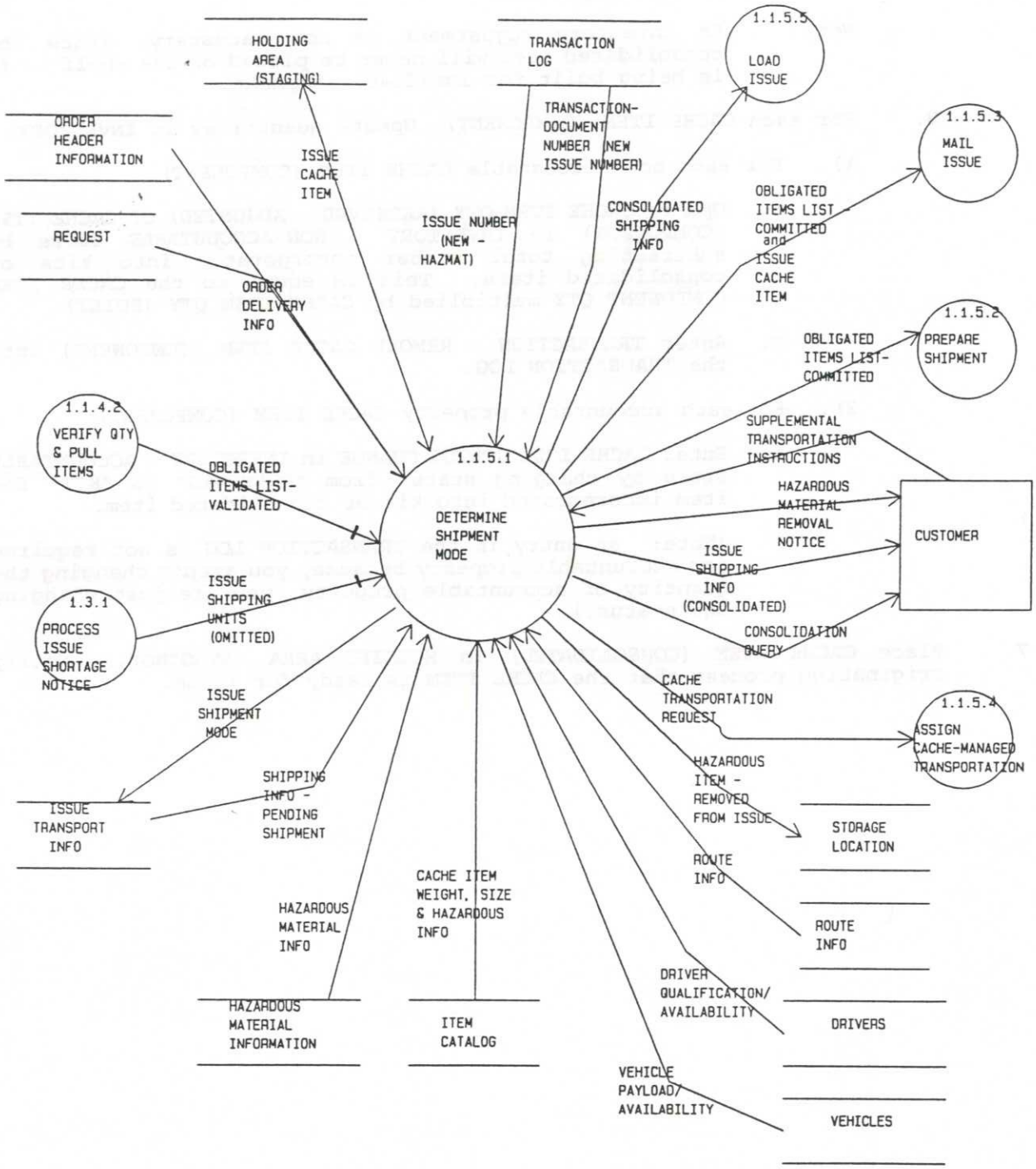
2). For each accountable property CACHE ITEM (COMPONENT)

a. Enter CACHE ITEM STATUS CHANGE in INVENTORY - ACCOUNTABLE store by changing status from "RESERVED" to "KIT" for item incorporated into kit or consolidated item.

(Note: an entry in the TRANSACTION LOG is not required for accountable property because, you aren't changing the quantity of accountable property, you are just changing the status.)

7. Place CACHE ITEM (CONSOLIDATED) in HOLDING AREA (STAGING). Notify originating process that the CACHE ITEM is ready for issue.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.1.5.1 determine ship mode
Filename : det_ship.trg
Chart created on : Apr-09-1993
by user : J.CROSBY
Last modified on : Aug-19-1993
by user : C.SCHAFER



Process Specification: 1.1.5.1 Determine Shipment Mode

September 30, 1993

Description: Determine the appropriate method for transporting the SHIPMENT to the CUSTOMER. Valid TRANSPORTATION MODEs are: "Customer Pickup", "Mail", "Government Surface", "Commercial Surface", and "Commercial Air". (Government Air is considered "Customer Pickup".)

The following Business Rules have been established:

- When possible, attempts will be made to consolidate "Government Surface" or "Customer Pickup" transports going to the same geographic area. It may be possible to combine SHIPMENTS when the delivery point is in the path of an already existing SHIPMENT. Or two SHIPMENTS may be going to the same airport, etc.

- When determining the shipment mode, first consideration should be given to the lowest cost mode of transportation that will meet the DATE (ORDER REQUIRED). The CUSTOMER may indicate a preferred TRANSPORTATION MODE; however, the cache will always base their decision upon lowest cost to the government.

  As a general rule, the order of preference based on cost is: 1) Mail; 2) Government Ground Transportation; 3) Commercial Ground Transportation; and 4) Commercial Air. The only exception is when the TRANSPORTATION MODE is "Customer Pickup". (Government Air is considered "Customer Pickup.)

- If COMMERCIAL AIR is selected as the TRANSPORTATION MODE, the CUSTOMER must approve the transportation costs.

- A determination can be made to remove items containing hazardous materials from the shipment in order to conform with shipping regulations and to meet customer needs. The hazardous items can the be: 1) shipped separately according to shipping/handling regulations; or 2) removed from the issue. If hazardous items are removed from the issue, the CUSTOMER must acquire the items locally.

- If HAZARDOUS MATERIAL SHIPPING PACKING/SHIPPING INSTRUCTIONS do not allow transport of hazardous items via the preferred TRANSPORTATION MODE, the HAZARDOUS MATERIALS may be shipped separately using the appropriate TRANSPORTATION MODE. If HAZARDOUS ITEMS are shipped separately, they will be issued on a new ISSUE.

---

1. Receive OBLIGATED ITEMS LIST - VALIDATED or ISSUE SHIPPING UNITS (OMITTED).

2. Retrieve ORDER DELIVERY INFO from the ORDER HEADER INFORMATION and REQUEST stores.

3. For each ORDER REQUEST NUMBER,

   A. Retrieve CACHE ITEM WEIGHT, SIZE, AND HAZARD INFO from ITEM CATALOG.

   B. Retrieve HAZARDOUS MATERIAL INFO from the HAZARDOUS MATERIAL INFORMATION store.

4. Calculate estimates for ISSUE TOTAL WEIGHT, and ISSUE TOTAL CUBE.

   A. ISSUE TOTAL WEIGHT equals the sum for each ORDER REQUEST NUMBER of CACHE ITEM UNIT OF ISSUE WEIGHT multiplied by CACHE ITEM QTY (TRANSACTION).

   B. ISSUE TOTAL CUBE equals the sum for each ORDER REQUEST NUMBER of CACHE ITEM UNIT OF ISSUE CUBE multiplied by CACHE ITEM QTY (TRANSACTION).

5. Consider consolidating delivery of SHIPMENT with pending GOVERNMENT SURFACE or CUSTOMER PICKUP shipment.

   A. Retrieve SHIPPING INFO - PENDING SHIPMENT from ISSUE TRANSPORTATION INFORMATION store.

   B. Determine if SHIPMENT can be combined (based on ISSUE TOTAL WEIGHT and ISSUE TOTAL CUBE and HAZARDOUS MATERIAL SHIPPING/PACKING INSTRUCTIONS) with pending GOVERNMENT SURFACE or CUSTOMER PICKUP shipment if issue ADDRESS (DELIVERY) is in the same geographic area.

      1). If ORDER TRANSPORTATION MODE equals "PICKUP"

         a. Contact CUSTOMER with CONSOLIDATION QUERY regarding SHIPMENT consolidation.

         b. If consolidation is approved by CUSTOMER

            1 - Forward ISSUE SHIPPING INFO (CONSOLIDATED) to CUSTOMER.

      2). Forward CONSOLIDATED SHIPPING INFO to 1.1.5.5 LOAD ISSUE.

(continued on next page)

6. Select ISSUE SHIPMENT MODE based on the following decision chart:

A. Determine acceptable SHIPMENT MODES. A "Yes" answer all the way down the column identifies the candidate SHIPMENT MODES.

		MAIL	GOVT.	COMM. GROUND	AIR
1)	Is each ISSUE CACHE ITEMs cube is within the limits of any mail carrier. (e.g. U.S. Mail equals 108 inches, UPS equals 130 inches; weight -- 70 pounds or less.)	Y N	n/a	n/a	n/a
2)	Can DATE (REQUIRED DELIVERY) be met via: This decision should include consideration as to whether the SHIPMENT MODE type is capable of delivering the shipment based on the delivery date and delivery location. Things to consider are: Does the commercial carrier provide service to the delivery location? Is an airport in the area? Can a ground vehicle feasibly drive the distance in the required amount of time? Can a ground vehicle transport the shipment based on road and weather conditions?	Y N	Y N	Y N	Y N
3)	Can a Government vehicle be used? a) Retrieve VEHICLE PAYLOAD/AVAILABILITY from the VEHICLES store. b) Retrieve DRIVER QUALIFICATION/AVAILABILITY from the DRIVERS store. c) Determine whether a vehicle is available that is capable of transporting the load based on VEHICLE PAYLOAD VOLUME, VEHICLE PAYLOAD WEIGHT and ROUTE INFO.	n/a	Y N	n/a	n/a
4)	If HAZARDOUS MATERIALS are present in ISSUE SHIPPING UNITs, do HAZARDOUS MATERIAL PACKING/SHIPPING INSTRUCTIONS allow shipment via: A decision can be made to remove items containing hazardous materials from the shipment to enable the cache to meet delivery requirements.	Y N	Y N	Y N	Y N

B. If the SHIPMENT requirements cannot be met via any TRANSPORTATION MODE,

1) Contact CUSTOMER and Receive SUPPLEMENTAL TRANSPORTATION INSTRUCTIONS.

2) Apply SUPPLEMENTAL TRANSPORTATION INSTRUCTIONS and goto 6.A. above.

C. Select the SHIPMENT MODE based the candidates identified above. SHIPMENT MODE should be selected based on the following order of preference:

1) Mail
2) Government Surface
3) Commercial Surface
4) Air (approval by CUSTOMER is required)

7. If a decision was made in 6.A.4) above to remove items containing HAZARDOUS MATERIAL from the SHIPMENT,

   A. Remove Hazardous Item from ISSUE CACHE ITEMs.

   B. Note removal of the Hazardous Item on the OBLIGATED ITEMS LIST

      1) If CACHE ITEM (HAZMAT) is a kit component,

         a) Enter the following comments on the OBLIGATED ITEMS LIST: "CACHE ITEM NUMBER (KIT) is being shipped short of the following hazardous material item(s): CACHE ITEM NUMBER (HAZMAT) and CACHE ITEM DESCRIPTION (HAZMAT) due to hazardous material shipping restrictions".

      2) If CACHE ITEM (HAZMAT) is a single item (not in a kit),

         a) Remove the ORDER/REQUEST from the OBLIGATED ITEMS LIST.

         b) Enter the following comment on the OBLIGATED ITEMS LIST: "CACHE ITEM NUMBER + CACHE ITEM DESCRIPTION has been removed from issue due to hazardous material shipping restrictions".

   C. Determine whether Hazardous Item will be shipped as a separate Issue via alternate mode or returned to INVENTORY based on shipping cost and hazardous material item cost and availability at destination.

      1) If Hazardous Item will be shipped as a separate Issue via alternate shipping mode,

         a) Retrieve (and reserve) the next ISSUE NUMBER (NEW - HAZMAT) from the TRANSACTION LOG for Hazardous Item(s) shipment.

         b) Reference original ISSUE NUMBER and note separate shipment of Hazardous Item(s) in TRANSACTION COMMENTS.

         c) Enter TRANSACTION DOCUMENT NUMBER (NEW ISSUE NUMBER) on TRANSACTION - ISSUE CACHE ITEMS for Hazardous Item(s).

         d) Generate OBLIGATED ITEMS LIST (HAZMAT). (Refer to 4.6.8 PRODUCE ISSUE (OBLIGATED ITEMS LIST)).

         e) Forward new OBLIGATED ITEMS LIST (HAZMAT) to step 5 above.

      2) If Hazardous Item is returned to INVENTORY

         a) Pull HAZARDOUS ITEM - REMOVED FROM ISSUE from ISSUE CACHE ITEM(s).

         b) Place HAZARDOUS ITEM - REMOVED FROM ISSUE in appropriate STORAGE LOCATION.

         c) Send HAZARDOUS MATERIAL REMOVAL NOTICE to CUSTOMER. Includes instruction to CUSTOMER to purchase locally.

8. Enter ISSUE SHIPMENT MODE into the ISSUE TRANSPORT INFORMATION store.

9. Forward OBLIGATED ITEMS LIST - COMMITTED.

A. If ISSUE SHIPMENT MODE equals "MAIL"

1). Forward OBLIGATED ITEMS LIST - COMMITTED and ISSUE CACHE ITEMs to 1.1.5.3 MAIL ISSUE.

B. If ISSUE SHIPMENT MODE equals "GOVERNMENT SURFACE"

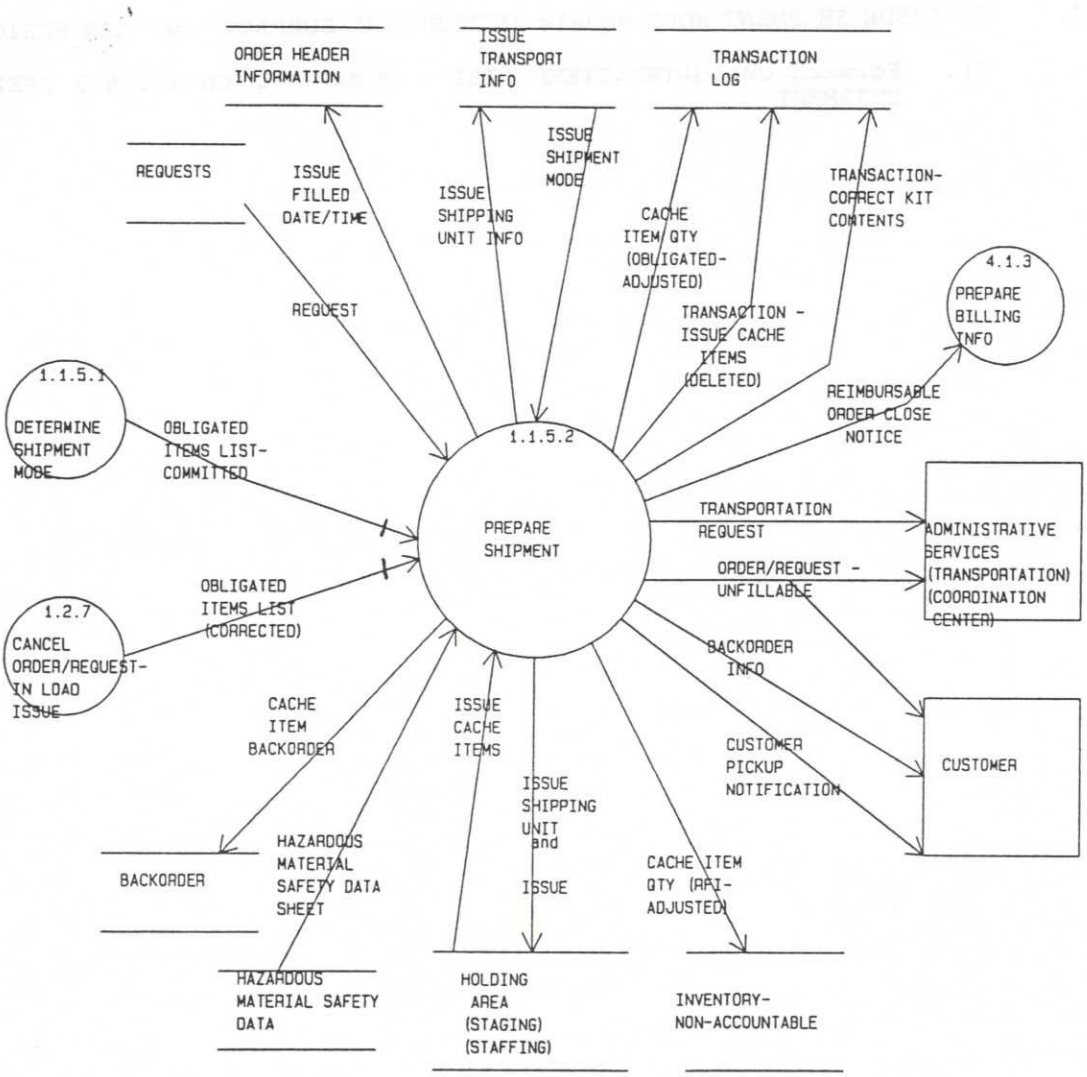
1). Forward CACHE TRANSPORTATION REQUEST to 1.1.5.4 ASSIGN CACHE MANAGED TRANSPORTATION.

2). Forward OBLIGATED ITEMS LIST - COMMITTED to 1.1.5.2 PREPARE SHIPMENT.

C. If ISSUE SHIPMENT MODE equals "COMMERCIAL SURFACE" or "AIR FREIGHT"

1). Forward OBLIGATED ITEMS LIST - COMMITTED to 1.1.5.2 PREPARE SHIPMENT.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.1.5.2 prepare shipment
Filename : prep_shp.trg
Chart created on : Apr-09-1993
by user : J.CROSBY
Last modified on : Sep-28-1993
by user : C. SCHAFER



Process Specification: 1.1.5.2 Prepare Shipment

September 30, 1993

Description: Label, Consolidate, and Place ISSUE SHIPPING UNITS in HOLDING AREA.

The following Business Rules have been established:

- CACHE ITEMs containing HAZARDOUS MATERIAL will be packaged separate from other CACHE ITEMs. The package will be clearly marked to indicate the presence of hazardous material. A HAZARDOUS MATERIAL SAFETY DATA SHEET must accompany the item.

- To keep the size of the shipment to a minimum several CACHE ITEMs may be placed in one shipping package. If this is done, the shipping package must be labeled as "REPACKED".

---

1. Receive OBLIGATED ITEMS LIST - COMMITTED and OBLIGATED ITEMS LIST (CORRECTED).

2. Retrieve ISSUE CACHE ITEMs from HOLDING AREA (STAGING).

3. Pack ISSUE CACHE ITEMs into ISSUE SHIPPING PACKAGEs for ISSUE SHIPMENT MODE.

   A. Retrieve ISSUE SHIPMENT MODE from ISSUE TRANSPORT INFO store.

   B. Pack all Hazardous items separate from other items.

   C. If multiple cache items are packed together

      1). Label box as "REPACKED".

      2). Note consolidation in COMMENTS on OBLIGATED ITEMS LIST.

4. Enter all corrections and notations shown on OBLIGATED ITEMS LIST into TRANSACTION LOG store.

   A. If CACHE ITEM QTY (OBLIGATED) of CACHE ITEM has been corrected

      1). Enter CACHE ITEM QTY (OBLIGATED - ADJUSTED) into the TRANSACTION LOG entry to indicate the correct quantity found in stock.

         a. CACHE ITEM QTY (OBLIGATED) equals CACHE ITEM QTY (OBLIGATED - ADJUSTED).

      2). Adjust INVENTORY. (If CACHE ITEM QTY (OBLIGATED) has been decreased due to missing or expired items, no INVENTORY adjustment is necessary, TRANSACTION - DISPOSAL or TRANSACTION - INVENTORY ADJUSTMENT will account for items removed or missing from INVENTORY.

         a. If CACHE ITEM QTY (OBLIGATED) has been increased

            1 - CACHE ITEM QTY (RFI - ADJUSTED) = CACHE ITEM QTY (RFI) minus (CACHE ITEM QTY (OBLIGATED) (ADJUSTED) minus CACHE ITEM QTY (OBLIGATED)).

         b. If Hazardous Item was returned to INVENTORY

            1 - Enter CACHE ITEM QTY (RFI-ADJUSTED) into INVENTORY - NON-ACCOUNTABLE by adding qty of CACHE ITEM QTY (HAZARDOUS MATERIAL REMOVED FROM ISSUE) to the existing CACHE ITEM QTY (RFI).

B. If order type is REQUISITION/PURCHASE ORDER or local replacement RESOURCE ORDER and CACHE ITEM QTY (TRANSACTION) is less than CACHE ITEM QTY (REQUESTED)

1). Create CACHE ITEM BACKORDER.

a. Calculate CACHE ITEM QTY (BACKORDER).

1 - CACHE ITEM QTY (BACKORDER) equals CACHE ITEM QTY (REQUESTED) minus CACHE ITEM QTY (TRANSACTION).

b. Enter CACHE ITEM BACKORDER into BACKORDER store.

C. If hazardous item was removed from ISSUE CACHE ITEMs

1). If Hazardous Item is part of a kit

a. Enter TRANSACTION - CORRECT KIT CONTENTS into the TRANSACTION LOG. (This transaction will correct CACHE ITEM QTY and TRANSACTION AMOUNT for items removed or missing from kit.)

2). If Hazardous Item is a single item (not part of a kit or component item) and was returned to INVENTORY

a. Enter TRANSACTION - ISSUE CACHE ITEMs (DELETED) in TRANSACTION LOG store.

3). Enter a narrative statement in the TRANSACTION COMMENTS to indicate that the Hazardous Material was pulled from the issue, the reason, and separate shipment (if applicable).

D. If ISSUE CACHE ITEMs contain a kit labeled as "SHORT"

1). Enter TRANSACTION - CORRECT KIT CONTENTS into the TRANSACTION LOG. (This transaction will correct CACHE ITEM QTY and TRANSACTION AMOUNT for items removed or missing from kit.)

2). Note shortage in TRANSACTION COMMENTS.

E. If CACHE ITEM QTY (TOTAL OBLIGATED) is less than CACHE ITEM QTY (TOTAL REQUESTED)

1). If order type is REQUISITION/PURCHASE ORDER or local replacement RESOURCE ORDER,

a. Notify CUSTOMER of all BACKORDER INFO.

2). If order type is RESOURCE ORDER (other than local replacement)

a. Send ORDER/REQUEST - UNFILLABLE to COORDINATION CENTER and CUSTOMER. Include an explanation that the ORDER/REQUEST has been forwarded to COORDINATION CENTER due to unavailability.

F. Enter ISSUE CLOSE INFO into ORDER HEADER INFORMATION store. (This completes the ISSUE and precludes further corrections.)

5. Generate the ISSUE. (Refer to 4.6.8 PRODUCE ISSUE (OBLIGATED ITEMS LIST)). (If no corrections or notes have been entered, the OBLIGATED ITEMS LIST becomes the ISSUE.)

6. Generate SHIPPING LABELs.

   A. Count the quantity of ISSUE SHIPPING PACKAGEs.

   B. Create SHIPPING LABEL for each ISSUE SHIPPING PACKAGE:

      1). Use the same ADDRESS (DELIVERY) indicated on the ISSUE.

7. Label ISSUE SHIPPING PACKAGEs.

   A. If transport is by Commercial Carrier and not 'Exclusive Use'

      1). Affix ADDRESS (DELIVERY) LABEL to ISSUE SHIPPING PACKAGE, and any other instructional labels ("HOT", "RUSH", etc.) as appropriate.

   B. If CACHE ITEM HAZARDOUS DESIGNATION Exists

      1). Affix pre-printed HAZARDOUS LABEL based on HAZARDOUS MATERIAL CLASS to ISSUE SHIPPING PACKAGE.

      2). Check ISSUE SHIPPING PACKAGE for attached HAZARDOUS MATERIAL SAFETY DATA SHEET.

         a. If HAZARDOUS MATERIAL SAFETY DATA SHEET is missing

            1 - Retrieve HAZARDOUS MATERIAL SAFETY DATA SHEET from HAZARDOUS MATERIAL SAFETY DATA store based on HAZARDOUS MATERIAL CLASS.

            2 - Affix HAZARDOUS MATERIAL SAFETY DATA SHEET to ISSUE SHIPPING PACKAGE.

      3). If ISSUE SHIPMENT MODE equals "COMMERCIAL SURFACE" or "AIR FREIGHT"

         a. Complete HAZARDOUS MATERIAL MANIFEST as required by carrier.

8. Consolidate ISSUE CACHE ITEMs for shipment into ISSUE SHIPPING UNITs.

   A. Weigh all ISSUE SHIPPING UNITs to obtain ISSUE GROSS WEIGHT.

   B. Measure and Compute ISSUE GROSS CUBE of all ISSUE SHIPPING UNITs.

      1). ISSUE GROSS CUBE equals ISSUE length multiplied by ISSUE width multiplied by ISSUE height. If necessary convert to appropriate unit of measure required by SHIPPER.

   C. Count ISSUE SHIPPING UNITs to get SHIPPING UNIT QTY.

   D. If ORDER TRANSPORTATION MODE does not equal "PICKUP"

      1). Include 2 copies of ISSUE - COMPLETED (Packing List, Receipt Copy) with ISSUE SHIPPING UNITs.

   E. If ISSUE SHIPMENT MODE equals "COMMERCIAL SURFACE" or "AIR FREIGHT"

      1). Forward TRANSPORTATION REQUEST to ADMINISTRATIVE SERVICES (TRANSPORTATION). Provide ACCOUNTING CODE (SHIPPING) for transportation cost. (If a separate accounting code is not provided, use order account code.)

9. If ORDER TRANSPORTATION MODE equals "PICKUP"

   A. Relay CUSTOMER PICKUP NOTIFICATION to CUSTOMER.

Process Specification: 1.1.5.3 Mail Issue

September 30, 1993

Description: This process is used to prepare items for shipment by commercial or U.S. mail.

1. Receive OBLIGATED ITEMS LIST - COMMITTED and ISSUE CACHE ITEMs from 1.1.5.1 DETERMINE SHIPMENT MODE.

2. Weigh and Measure each ISSUE CACHE ITEMs.

3. Determine type of mail service.

   A. Evaluate the cost & delivery date for each type of mail service and select most economical that meets delivery requirements. Cost and delivery information is provided by the various COMMERCIAL SURFACE CARRIERs (U.S. Postal Service, United Parcel Service (UPS), etc.

4. Generate SHIPPING LABELs.

   A. Count the quantity of ISSUE SHIPPING PACKAGEs.

   B. Create SHIPPING LABEL for each ISSUE SHIPPING PACKAGE:

      1). Use the same ADDRESS (DELIVERY) from the OBLIGATED ITEMS LIST. (See RPT-SHIPPING LABEL.)

5. Prepare appropriate forms and labels as required by the selected mail service and Affix to ISSUE SHIPPING UNITS.

   A. If ADDRESS (DELIVERY) is to a foreign country,

      1). Complete customs declaration form.

6. Enter SHIPPING INFORMATION - MAIL into ISSUE TRANSPORT INFORMATION store.

7. Enter all corrections and notations shown on OBLIGATED ITEMS LIST into TRANSACTION LOG store.

   A. If CACHE ITEM QTY (OBLIGATED) of CACHE ITEM has been corrected

      1). Enter CACHE ITEM QTY (ADJUSTED) into the TRANSACTION LOG entry to indicate the correct quantity found in stock:

         a. CACHE ITEM QTY (ADJUSTED) equals CACHE ITEM QTY (OBLIGATED).

      2). Adjust INVENTORY. (If CACHE ITEM QTY (OBLIGATED) has been decreased due to missing or expired items, no INVENTORY adjustment is necessary, TRANSACTION - DISPOSAL or TRANSACTION - INVENTORY ADJUSTMENT will account for items removed or missing from INVENTORY.

         a. If CACHE ITEM QTY (OBLIGATED) has been increased

            1 - CACHE ITEM QTY (RFI - ADJUSTED) = CACHE ITEM QTY (RFI) minus (CACHE ITEM QTY (OBLIGATED) (ADJUSTED) minus CACHE ITEM QTY (OBLIGATED)).

         b. If Hazardous Item was returned to INVENTORY

            1 - Enter CACHE ITEM QTY (RFI-ADJUSTED) into INVENTORY - NON-ACCOUNTABLE by adding qty of CACHE ITEM QTY (HAZARDOUS MATERIAL REMOVED FROM ISSUE) to the existing CACHE ITEM QTY (RFI).

B. If order type is REQUISITION/PURCHASE ORDER or local replacement RESOURCE ORDER and CACHE ITEM QTY (TRANSACTION) is less than CACHE ITEM QTY (REQUESTED)

1). Create CACHE ITEM BACKORDER.

a. Calculate CACHE ITEM QTY (BACKORDER).

1 - CACHE ITEM QTY (BACKORDER) equals CACHE ITEM QTY (REQUESTED) minus CACHE ITEM QTY (TRANSACTION).

b. Enter CACHE ITEM BACKORDER into BACKORDER store.

C. If hazardous item was removed from ISSUE CACHE ITEMs

1). If Hazardous Item is part of a kit,

a. Enter TRANSACTION - CORRECT KIT CONTENTS into the TRANSACTION LOG. (This transaction will correct CACHE ITEM QTY and TRANSACTION AMOUNT for items removed or missing from kit.)

2). If Hazardous Item is a single component,

a. Cancel TRANSACTION - ISSUE CACHE ITEMs (DELETED) from TRANSACTION LOG store.

3). Enter a narrative statement in the TRANSACTION COMMENTS to indicate that the Hazardous Material was pulled from the issue, the reason, and separate shipment (if applicable).

D. If ISSUE CACHE ITEMs contain a kit labeled as "SHORT"

1). Enter TRANSACTION - CORRECT KIT CONTENTS into the TRANSACTION LOG. (This transaction will correct CACHE ITEM QTY and TRANSACTION AMOUNT for items removed or missing from kit.)

2). Note shortage in TRANSACTION COMMENTS.

E. Enter ISSUE FILLED DATE/TIME into ORDER HEADER INFORMATION store. (This completes the ISSUE and precludes further corrections.)

8. Generate the ISSUE. (Refer to 4.6.8 PRODUCE ISSUE (OBLIGATED ITEMS LIST)). (If no corrections or notes have been entered, the OBLIGATED ITEMS LIST becomes the ISSUE.)

A. Include 2 copies of ISSUE with ISSUE SHIPPING UNIT.

9. Determine if reimbursable direct sales ORDER is closed:

   If ORDER TYPE is "DIRECT SALES",

   A. Retrieve all REQUESTS for the ORDER from the REQUEST store.

   B. Retrieve all TRANSACTION - ISSUE CACHE ITEMS from the TRANSACTION store.

   C. For each ORDER REQUEST NUMBER,

      1) Compare CACHE ITEM QTY (REQUESTED) in the REQUEST to CACHE ITEM QTY (ISSUED) in the TRANSACTION.

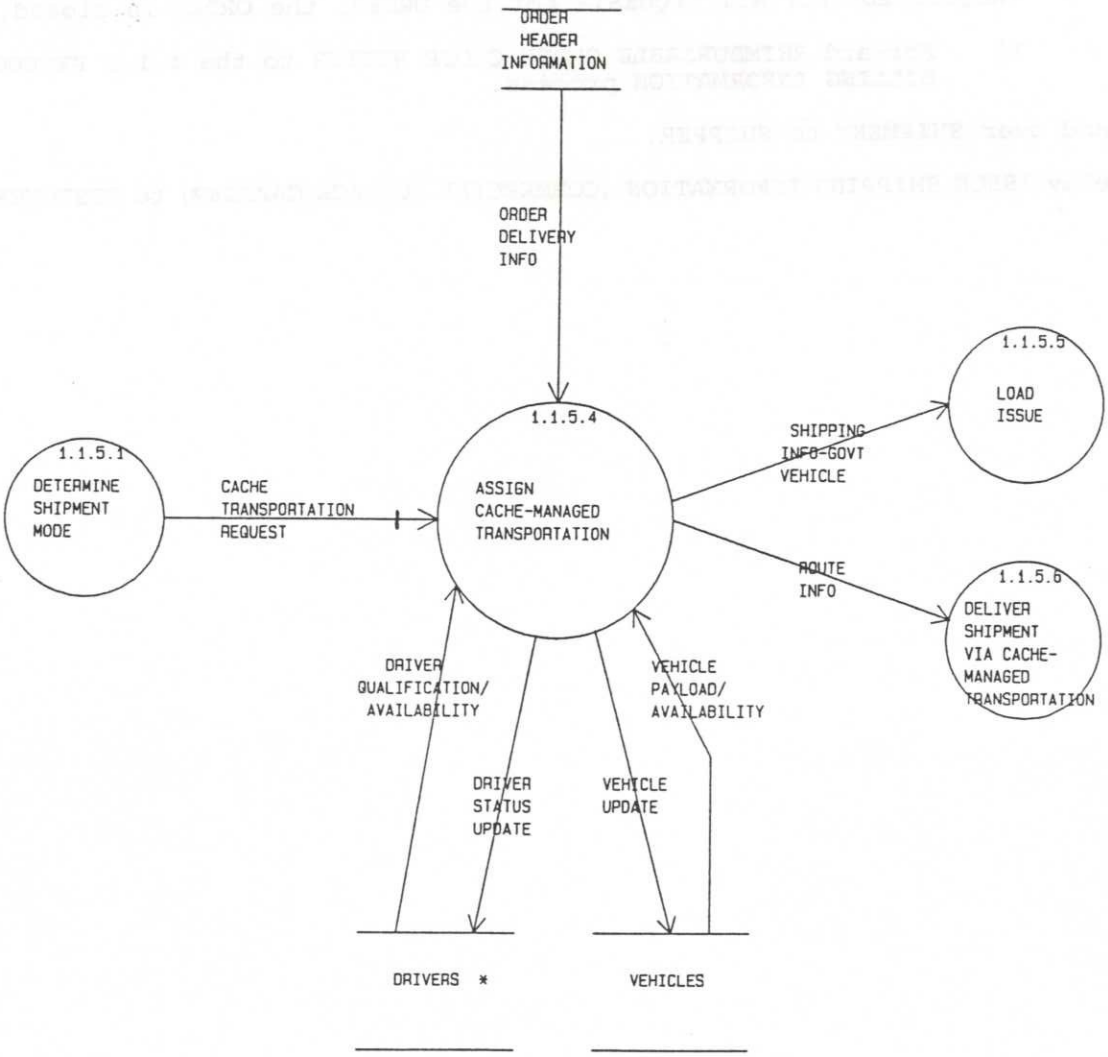
   D. If the CACHE ITEM QTY (ISSUED) equals the CACHE ITEM QTY (REQUESTED) for all REQUESTS for the ORDER, the ORDER is closed.

      1) Forward REIMBURSABLE ORDER CLOSE NOTICE to the 4.1.3 PRODUCE BILLING INFORMATION process.

10. Hand over SHIPMENT to SHIPPER.

11. Relay ISSUE SHIPPING INFORMATION (COMMERCIAL SURFACE CARRIER) to CUSTOMER.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.1.5.4 cache transportation
Filename : cache_tr.trg
Chart created on : Apr-09-1993
by user : J.CROSBY
Last modified on : Aug-13-1993
by user : C.SCHAFER



Process Specification: 1.1.5.4 Assign Cache Managed Transportation

September 30, 1993

Description: This process is used to assign vehicles and drivers when transportation is provided by the cache.

1. Receive CACHE TRANSPORTATION REQUEST.

2. Retrieve ORDER DELIVERY INFO from ORDER HEADER INFO store.

3. Assign a vehicle.

   A. Retrieve VEHICLE PAYLOAD/AVAILABILITY from VEHICLES store.

   B. Select appropriate vehicle for TRANSPORTATION REQUEST weight and cube based on VEHICLE PAYLOAD, vehicle specifications as appropriate for delivery route, and VEHICLE ROTATION NUMBER.

4. Assign a Driver.

   A. Retrieve DRIVER QUALIFICATIONS/AVAILABILITY from the DRIVERS store.

   B. Select Driver based on DRIVER ROTATION NUMBER, DRIVER QUALIFICATION, DRIVER STATUS, AND DRIVER DRIVING HOURS.

5. Update DRIVERS store with DRIVER STATUS UPDATE.

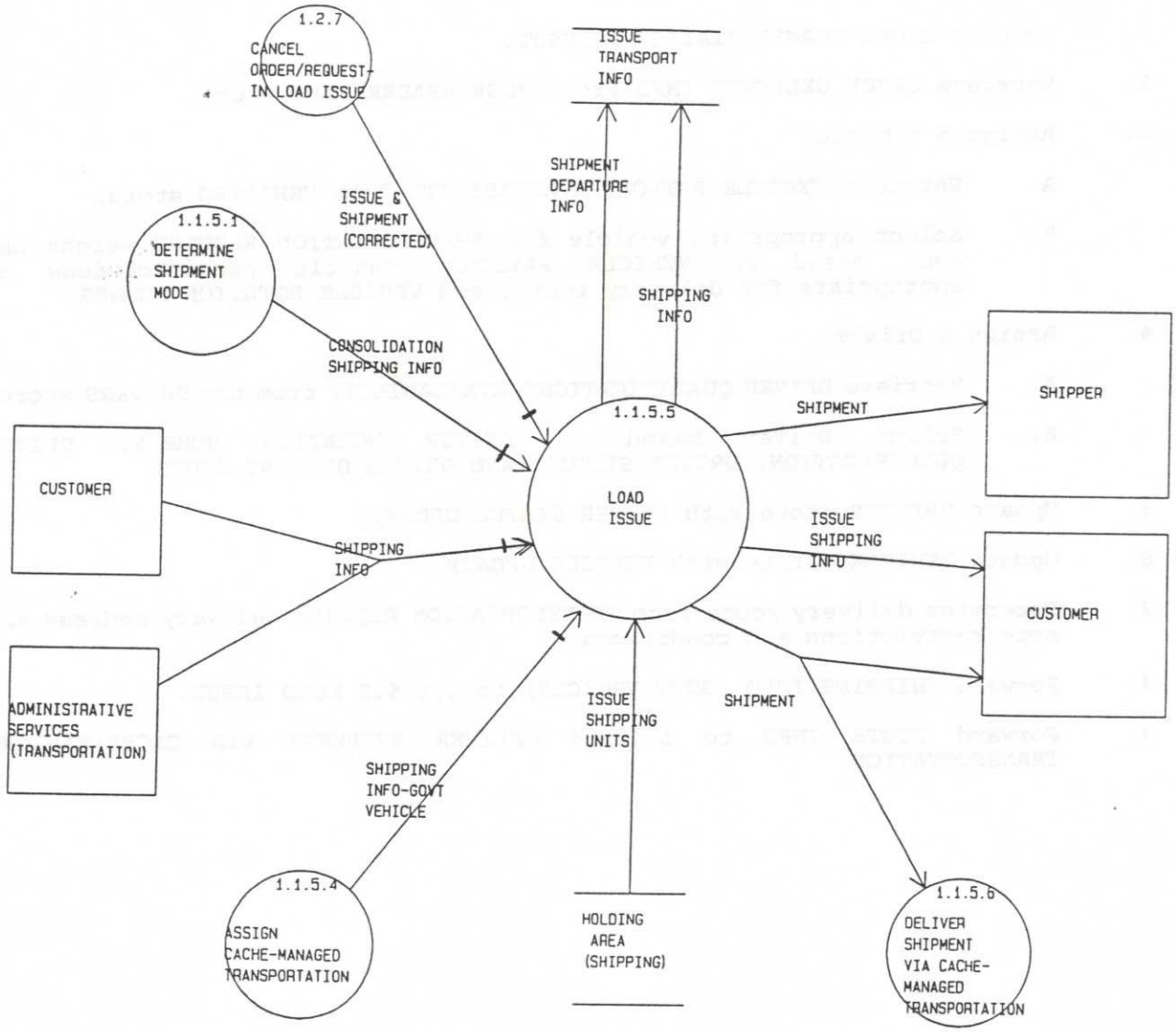
6. Update VEHICLES store with VEHICLE UPDATE.

7. Determine delivery route from TRANSPORTATION REQUEST delivery address and note restrictions and conditions.

8. Forward SHIPPING INFO (GOVT VEHICLE) to 1.1.5.5 LOAD ISSUE.

9. Forward ROUTE INFO to 1.1.5.5 DELIVER SHIPMENT VIA CACHE-MANAGED TRANSPORTATION.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.1.5.5 load issue
Filename : load_iss.trg
Chart created on : Apr-09-1993
by user : J.CROSBY
Last modified on : Aug-13-1993
by user : C.SCHAFER



Process Specification: 1.1.5.5 Load Issue

September 30, 1993

Description: The hand over of the shipment to the shipper based on the shipping information received.

The following Business Rules have been established:

- Shipping units containing HAZARDOUS MATERIAL must be loaded so that it can be easily accessed in the event of mishap during transport. For example, the HAZARDOUS MATERIAL should be placed closest to the door of the cargo area.

---

1. Receive SHIPPING INFO, CONSOLIDATED SHIPPING INFO or ISSUE and SHIPMENT (CORRECTED).

2. Enter SHIPPING INFORMATION into ISSUE TRANSPORT INFORMATION store.

3. When SHIPPER arrives:

   A. Retrieve ISSUE SHIPPING UNITS from HOLDING AREA (SHIPPING).

   B. If ISSUE SHIPMENT MODE equals "GOVERNMENT SURFACE"

      1) Enter SHIPMENT DEPARTURE INFORMATION - GOVERNMENT VEHICLE into the ISSUE TRANSPORT INFO store.

      2) Forward SHIPMENT to 1.1.5.6 DELIVER SHIPMENT VIA CACHE MANAGED TRANSPORTATION.

      3) Relay ISSUE SHIPPING INFORMATION to CUSTOMER.

   C. If TRANSPORTATION MODE equals "PICKUP"

      1) Receive CUSTOMER RECEIPT SIGNATURE and DATE (SHIPMENT RECEIVED) on ISSUE.

      2) Enter SHIPMENT DEPARTURE INFORMATION - CUSTOMER into the ISSUE TRANSPORT INFO store.

      3) Hand over SHIPMENT to CUSTOMER.

         a) Load ISSUE SHIPPING UNITs containing Hazardous Material last (in back of shipping container.)

   D. If ISSUE SHIPMENT MODE equals "COMMERCIAL SURFACE" or "COMMERCIAL AIR"

      1) Receive SIGNATURE (SHIPPER RECEIPT) and DATE (SHIPPER RECEIPT) on GBL.

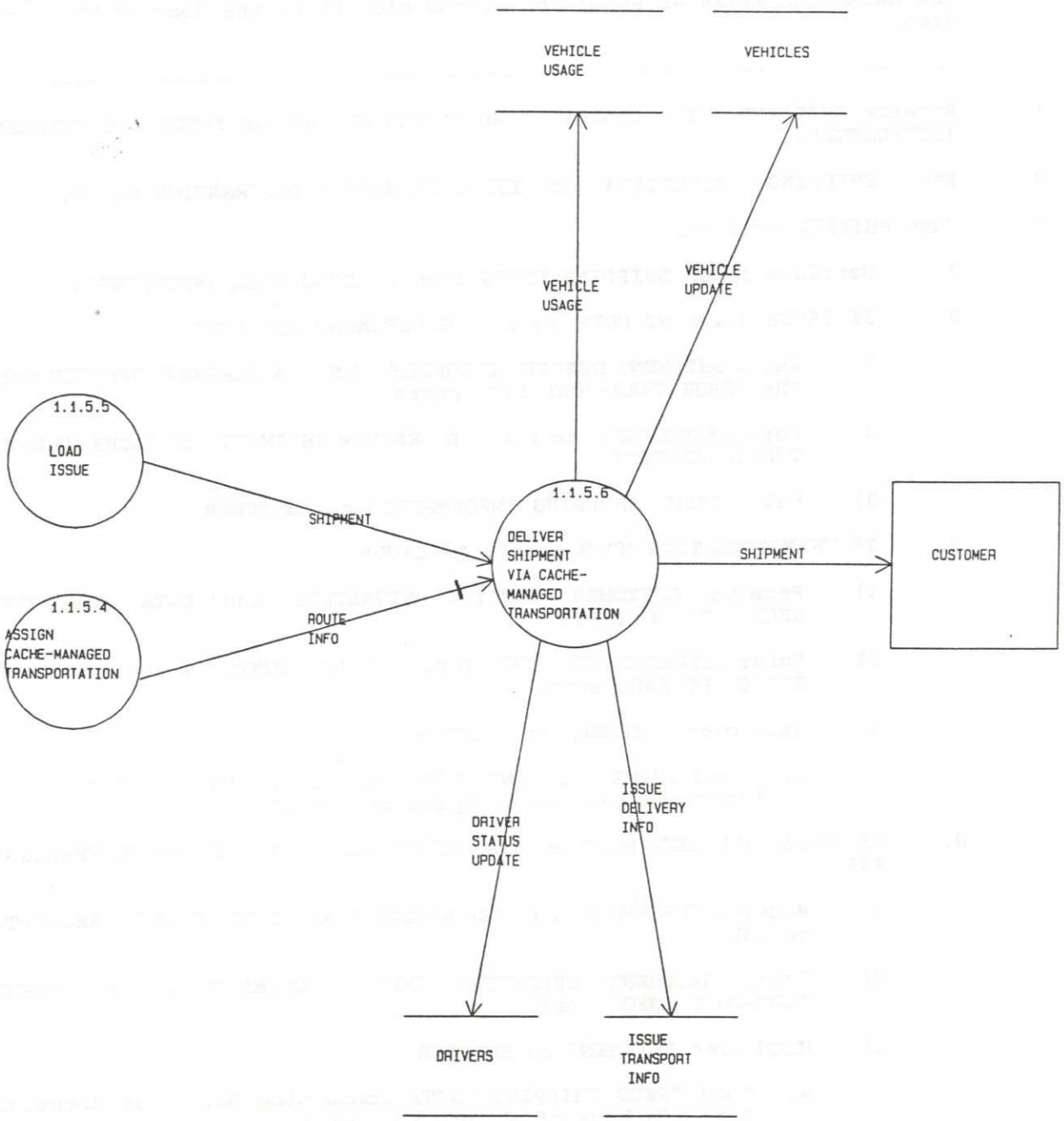
      2) Enter SHIPMENT DEPARTURE INFO - COMMERCIAL into ISSUE TRANSPORT INFO store.

      3) Hand over SHIPMENT to SHIPPER.

         a) Load ISSUE SHIPPING UNITs containing Hazardous Material last (in back of shipping container.)

      4) Relay ISSUE SHIPPING INFORMATION to CUSTOMER.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.1.5.6 deliver via cache transp
Filename : deliver.trg
Chart created on : Apr-09-1993
by user : J.CROSBY
Last modified on : Aug-02-1993
by user : C.SCHAFER



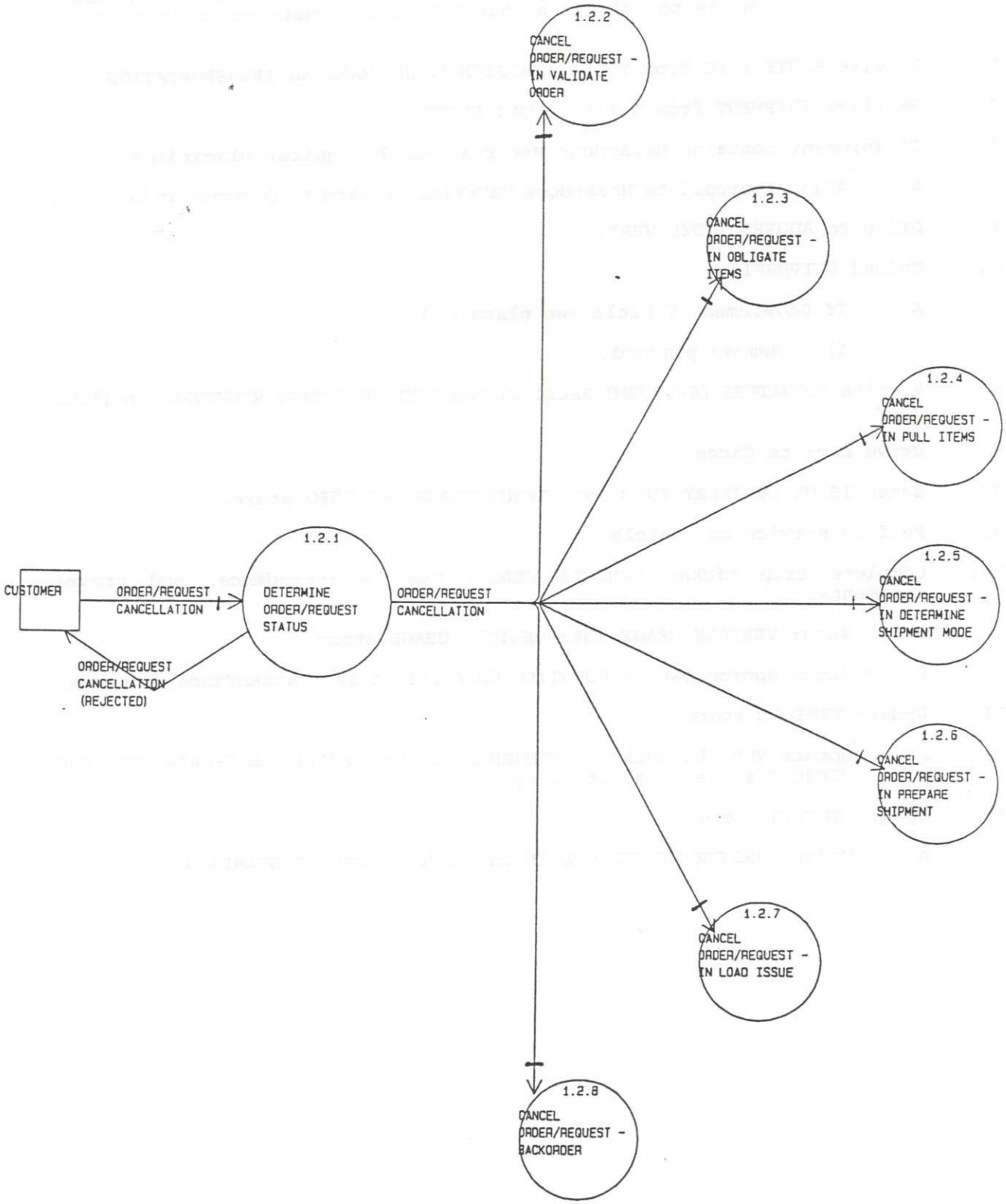
Process Specification: 1.1.5.6 Deliver Shipment via Cache Managed Transportation

September 30, 1993

Description: This is the process performed by the driver of a cache-managed vehicle to deliver a shipment to the customer and return.

1. Receive ROUTE INFO from 1.1.5.4 ASSIGN CACHE MANAGED TRANSPORTATION.
2. Retrieve SHIPMENT from 1.1.5.5 LOAD ISSUE.
3. If shipment contains Hazardous Material which requires placarding
   A. Affix appropriate Hazardous Material Placard to Government Vehicle.
4. Drive to ADDRESS (DELIVERY).
5. Unload SHIPMENT.
   A. If Government Vehicle was placarded
      1). Remove placard.
6. Receive SIGNATURE (SHIPMENT RECEIPT) and TIME (SHIPMENT RECEIVED) on ISSUE copy.
7. Drive back to Cache.
8. Enter ISSUE DELIVERY INFO into ISSUE TRANSPORT INFO store.
9. Perform service on vehicle.
10. Complete trip ticket VEHICLE USAGE, time & attendance, and travel documents.
    A. Enter VEHICLE USAGE into VEHICLE USAGE store.
    B. Enter appropriate ACCOUNTING CODE into time & attendance document.
11. Update VEHICLE store.
    A. Update VEHICLE ROTATION NUMBER by Entering VEHICLE UPDATE into the VEHICLE store (discretionary).
12. Update DRIVER store.
    A. Update DRIVER STATUS UPDATE in DRIVER store (discretionary).

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.2.0 PROC ORDER/REQUEST CANCEL
Filename : proc_can.trg
Chart created on : Feb-11-1993
by user : US Forest Service
Last modified on : Jun-29-1993
by user : C. SCHAFER



Process Specification: 1.2.1 Determine Order/Request Status

September 30, 1993

Description: This process is used to locate the order/request so that appropriate action can be taken on a cancellation.

The following Business Rule has been established:

- Once a SHIPMENT has left the cache, it cannot be canceled. The CUSTOMER is responsible for intercepting the shipment and returning it to the caché, where it will be processes as a Return.

---

1. Receive ORDER/REQUEST CANCELLATION from CUSTOMER.

2. Determine ORDER/REQUEST status.

   A. Query the various processes until the order/request is located.

   B. If order/request is in the 1.1.1 VALIDATE ORDER/REQUEST or 1.1.3 CHECK PENDING ORDER process

      1). Forward ORDER/REQUEST CANCELLATION to 1.2.2 CANCEL ORDER/REQUEST - IN VALIDATE ORDER.

   C. If order/request is in the 1.1.4.1 CHECK AVAILABILITY/COMMIT ITEMS process

      1). Forward ORDER/REQUEST CANCELLATION to 1.2.3 CANCEL ORDER/REQUEST - IN CHECK AVAILABILITY/COMMIT ITEMS.

   D. If order/request is in the 1.1.4.2 VERIFY QTY & PULL ITEMS process

      1). Forward ORDER/REQUEST CANCELLATION to 1.2.4 CANCEL ORDER/REQUEST - IN VERIFY QTY & PULL ITEMS.

   E. If order/request is in the 1.1.5.1 DETERMINE SHIPMENT MODE process

      1). Forward ORDER/REQUEST CANCELLATION to 1.2.5 CANCEL ORDER/REQUEST - IN DETERMINE SHIPMENT MODE.

   F. If order/request is in the 1.1.5.2 PREPARE SHIPMENT process

      1). Forward ORDER/REQUEST CANCELLATION to 1.2.6 CANCEL ORDER/REQUEST - IN PREPARE SHIPMENT.

   G. If order/request is in the 1.1.5.5 LOAD ISSUE process

      1). Forward ORDER/REQUEST CANCELLATION to 1.2.7 CANCEL ORDER/REQUEST - IN LOAD ISSUE.

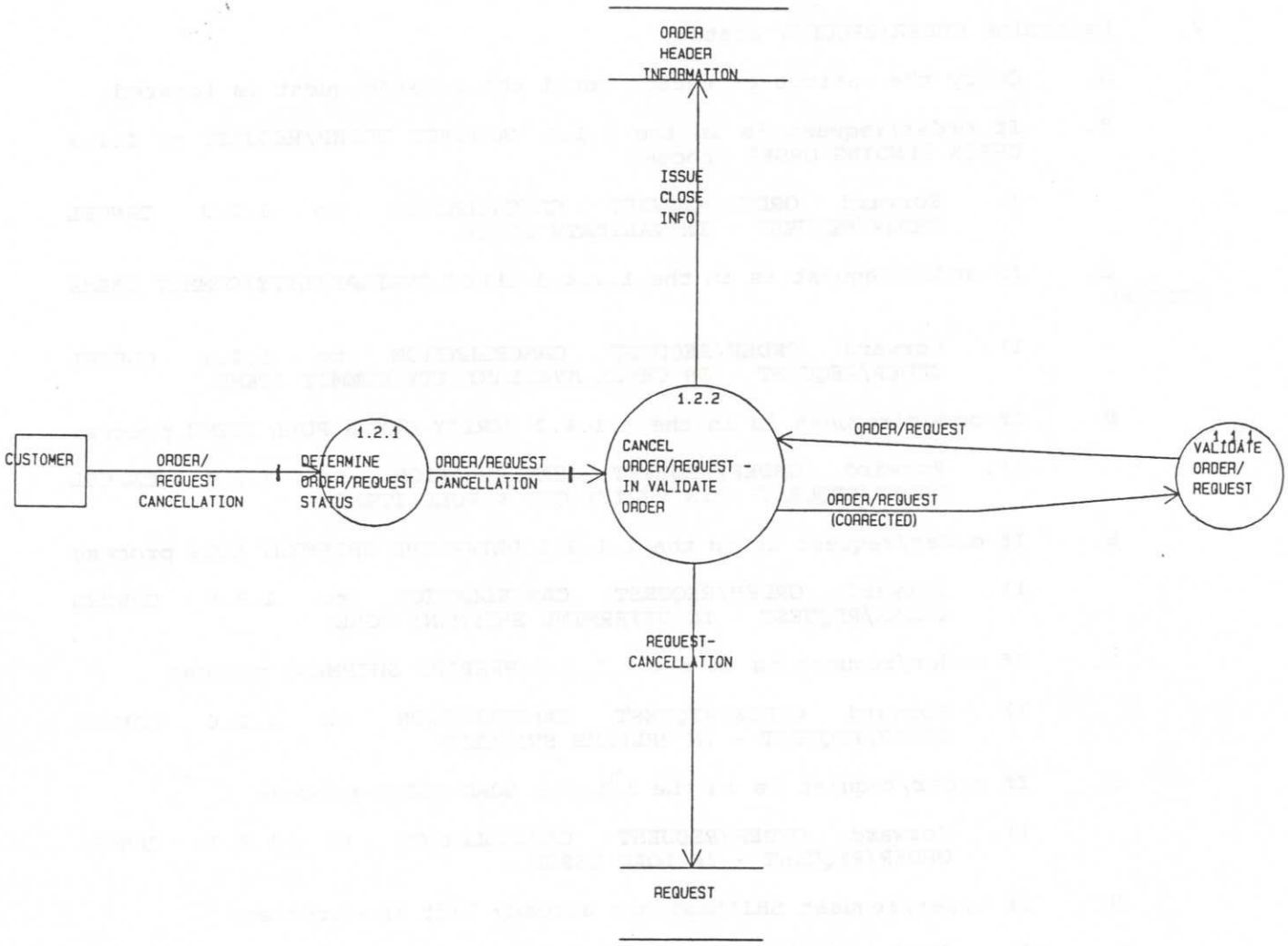
   H. If order/request SHIPMENT has already left the premises

      1). Send ORDER/REQUEST (REJECTED) to CUSTOMER with explanation that shipment has already departed. (Customer must initiate a return.)

   I. If order/request is in the BACKORDER store

      1). Forward ORDER/REQUEST CANCELLATION to 1.2.8 CANCEL ORDER/REQUEST - BACKORDER.

Project : W:\GR\ECPLUS32\NACS_SA\JUDY\
Chart : 1.2.2 canc ord/req - validate
Filename : canc_val.trg
Chart created on : Feb-11-1993
by user : US Forest Service
Last modified on : Sep-01-1993
by user : C.SCHAFER



Process Specification: 1.2.2 Cancel Order/Request - in Validate Order

September 30, 1993

Description: This process is used to cancel a single line item or order in the 1.1.1 VALIDATE ORDER/REQUEST process.

1. Receive ORDER/REQUEST CANCELLATION from 1.2.1 DETERMINE ORDER/REQUEST STATUS.

2. Cancel the order/request:

   A. Retrieve ORDER REQUEST from the 1.1.1 VALIDATE ORDER process.

   B. Update the ORDER/REQUEST store with REQUEST - CANCELLATION.

      1). Change CACHE ITEM QTY (REQUESTED).

         a. CACHE ITEM QTY (REQUESTED - UPDATED) equals the CACHE ITEM QTY (REQUESTED) minus the CACHE ITEM QTY (CANCELLATION).

      2). Enter ORDER/REQUEST CANCELLATION DOCUMENTATION onto the ORDER/REQUEST.

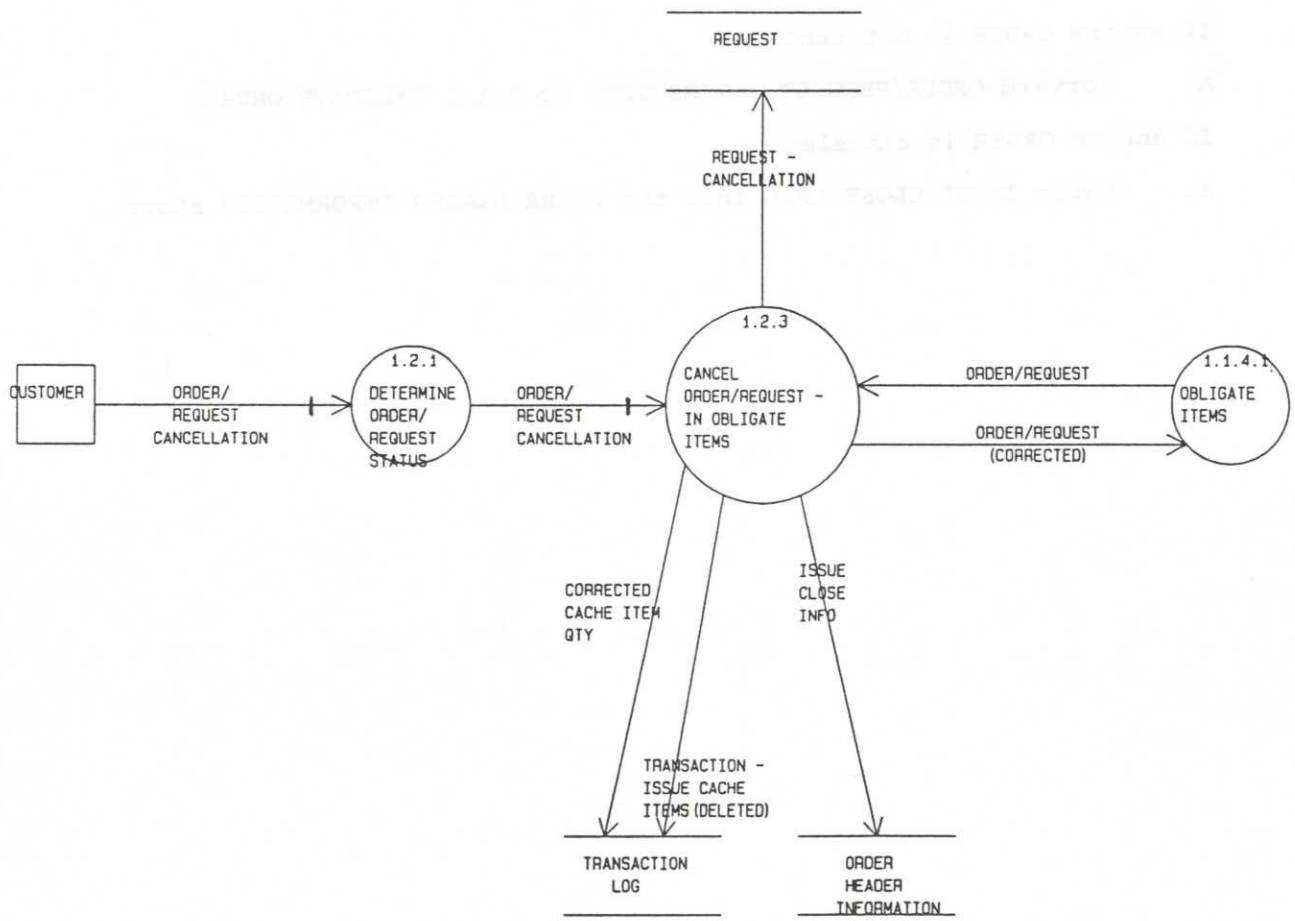
3. If entire ORDER is not canceled

   A. Forward ORDER/REQUEST (CORRECTED) to 1.1.1 VALIDATE ORDER.

4. If entire ORDER is canceled

   A. Enter ISSUE CLOSE INFO into the ORDER HEADER INFORMATION store.

Project : W:\GR\ECPLUS32\NACS_SA\JUDY\
Chart : 1.2.3 canc ord/req - obligate
Filename : canc_obl.trg
Chart created on : Feb-11-1993
by user : US Forest Service
Last modified on : Sep-01-1993
by user : C.SCHAFER



Process Specification: 1.2.3 Cancel Order/Request - in Obligate Items

September 30, 1993

Description: This process is used to cancel a single line item or order in the 1.1.4.1 CHECK AVAILABILITY/COMMIT ITEMS process.

1. Receive ORDER/REQUEST CANCELLATION from 1.2.1 DETERMINE ORDER/REQUEST STATUS.

2. Cancel the order/request:

   A. Retrieve ORDER/REQUEST from 1.1.4.1 CHECK AVAILABILITY/COMMIT ITEMS.

   B. Update the REQUEST store with REQUEST - CANCELLATION.

      1). Change CACHE ITEM QTY (REQUESTED).

         a. CACHE ITEM QTY (REQUESTED - UPDATED) equals the CACHE ITEM QTY (REQUESTED) minus the CACHE ITEM QTY (CANCELLATION).

      2). Enter REQUEST COMMENTS onto the REQUEST store to document the cancellation.

   C. Correct the TRANSACTION LOG store.

      1). If the CACHE ITEM QTY (REQUESTED - UPDATED) equals zero

         a. Cancel TRANSACTION - ISSUE CACHE ITEMS (DELETED) in TRANSACTION LOG store.

      2). If the CACHE ITEM QTY (REQUESTED - UPDATED) is greater than zero

         a. Correct the TRANSACTION - ISSUE CACHE ITEMs in the TRANSACTION LOG with CORRECTED CACHE ITEM QTY.

            1 - CACHE ITEM QTY (REQUESTED - UPDATED) equals the CACHE ITEM QTY (ISSUED) minus the CACHE ITEM QTY (CANCELLATION).

         b. Note cancellation in TRANSACTION COMMENTS.

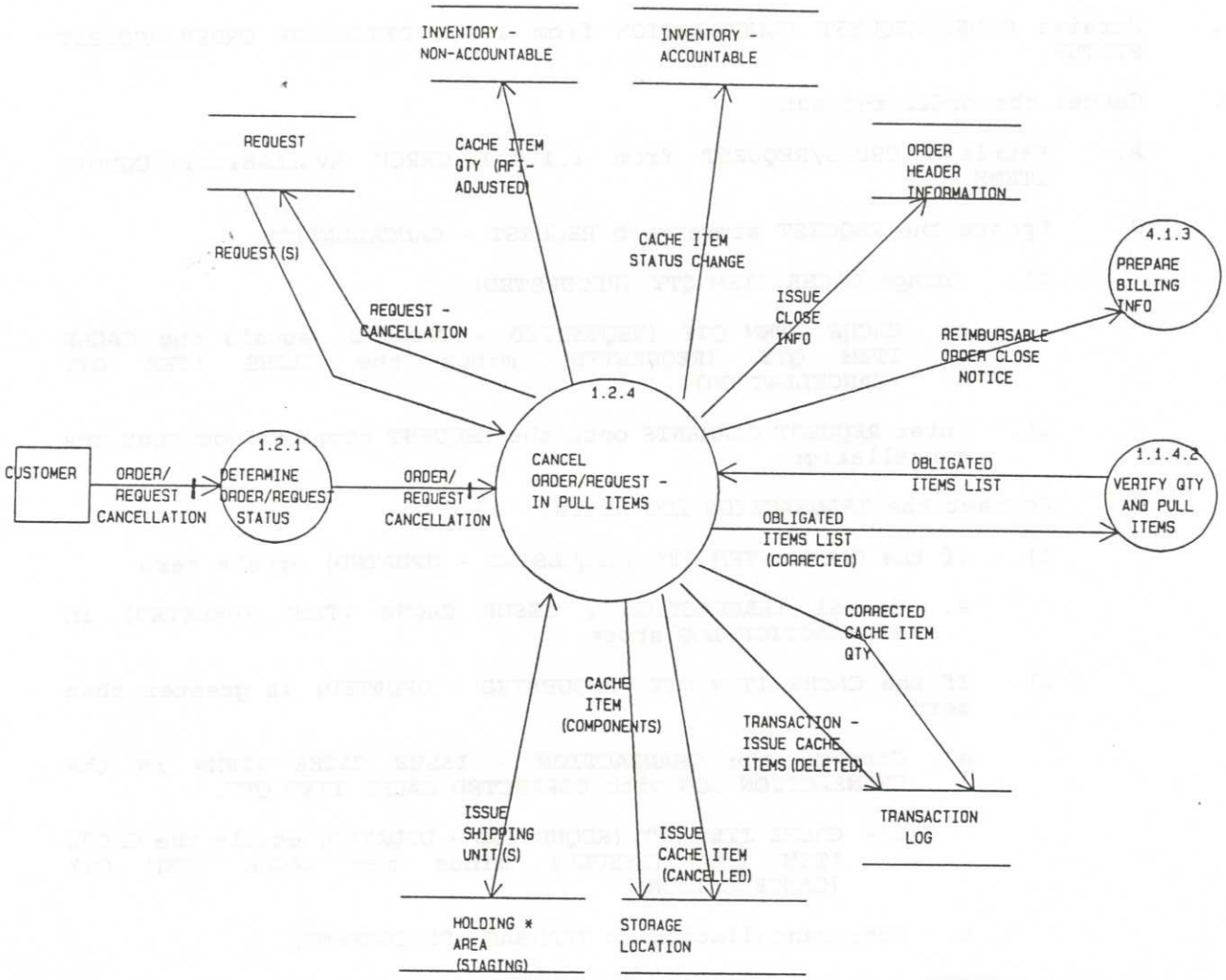
3. If entire ORDER is not canceled (there are still items to be issued)

   A. Forward ORDER/REQUEST (CORRECTED) to 1.1.4.1 CHECK AVAILABILITY/COMMIT ITEMS.

4. If entire ORDER is canceled

   A. Enter ISSUE CLOSE INFO in the ORDER HEADER INFORMATION store.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.2.4 canc ord/req - ver/pull
Filename : canc_pul.trg
Chart created on : Feb-11-1993
by user : US Forest Service
Last modified on : Sep-01-1993
by user : C.SCHAFER



Process Specification: 1.2.4 Cancel Order/Request - in Verify Qty & Pull Items

September 30, 1993

Description: This process is used to cancel a single line item or order in the 1.1.4.2 VERIFY QTY & PULL ITEMS process.

1. Receive ORDER/REQUEST CANCELLATION from 1.2.1 DETERMINE ORDER/REQUEST STATUS.

2. Cancel the order/request:

   A. Retrieve OBLIGATED ITEMS LIST from 1.1.4.2 VERIFY QTY & PULL ITEMS.

   B. Update the REQUEST store with REQUEST - CANCELLATION.

      1). Retrieve REQUEST(s) from REQUEST store.

      2). Change CACHE ITEM QTY (REQUESTED).

         a. CACHE ITEM QTY (REQUESTED - UPDATED) equals the CACHE ITEM QTY (REQUESTED) minus the CACHE ITEM QTY (CANCELLATION).

      3). Enter REQUEST COMMENTS DOCUMENTATION into the REQUEST store to document the cancellation.

   C. Correct the TRANSACTION LOG store.

      1). If the CACHE ITEM QTY (REQUESTED - UPDATED) equals zero

         a. Cancel TRANSACTION - ISSUE CACHE ITEMS (DELETED) in TRANSACTION LOG store.

      2). If the CACHE ITEM QTY (REQUESTED - UPDATED) is greater than zero

         a. Correct the TRANSACTION - ISSUE CACHE ITEM in TRANSACTION LOG with CORRECTED CACHE ITEM QTY.

            1 - CACHE ITEM QTY (REQUESTED - UPDATED) equals the CACHE ITEM QTY (ISSUED) minus the CACHE ITEM QTY (CANCELED).

         b. Note cancellation in TRANSACTION COMMENTS.

   D. Update the INVENTORY store with CACHE ITEM STATUS CHANGE.

      1). If canceled item(s) is Accountable Property

         a. Enter CACHE ITEM STATUS CHANGE in INVENTORY - ACCOUNTABLE to change status to "RFI" or "KIT".

      2). If canceled item(s) is Non-accountable Property

         a. Update INVENTORY - NON-ACCOUNTABLE with CACHE ITEM QTY (RFI-ADJUSTED). This will reflect the adjustment to the inventory due to items canceled.

E. If ISSUE CACHE ITEMs have been pulled:

1). Retrieve ISSUE SHIPPING UNIT(s) from HOLDING AREA (STAGING).

a) Remove the ISSUE CACHE ITEMs (CANCELED) from ISSUE SHIPPING UNIT(s).

b) Return ISSUE CACHE ITEMs (CANCELED) to STORAGE LOCATION.

1 - If the ISSUE CACHE ITEM (CANCELED) is a kit that was build "short", dismantle the kit and place all CACHE ITEM (COMPONENT)s in their appropriate STORAGE LOCATION.

c) Place remaining ISSUE SHIPPING UNIT(s) in HOLDING AREA (STAGING).

3. If entire ORDER is not canceled (there are still items to be issued)

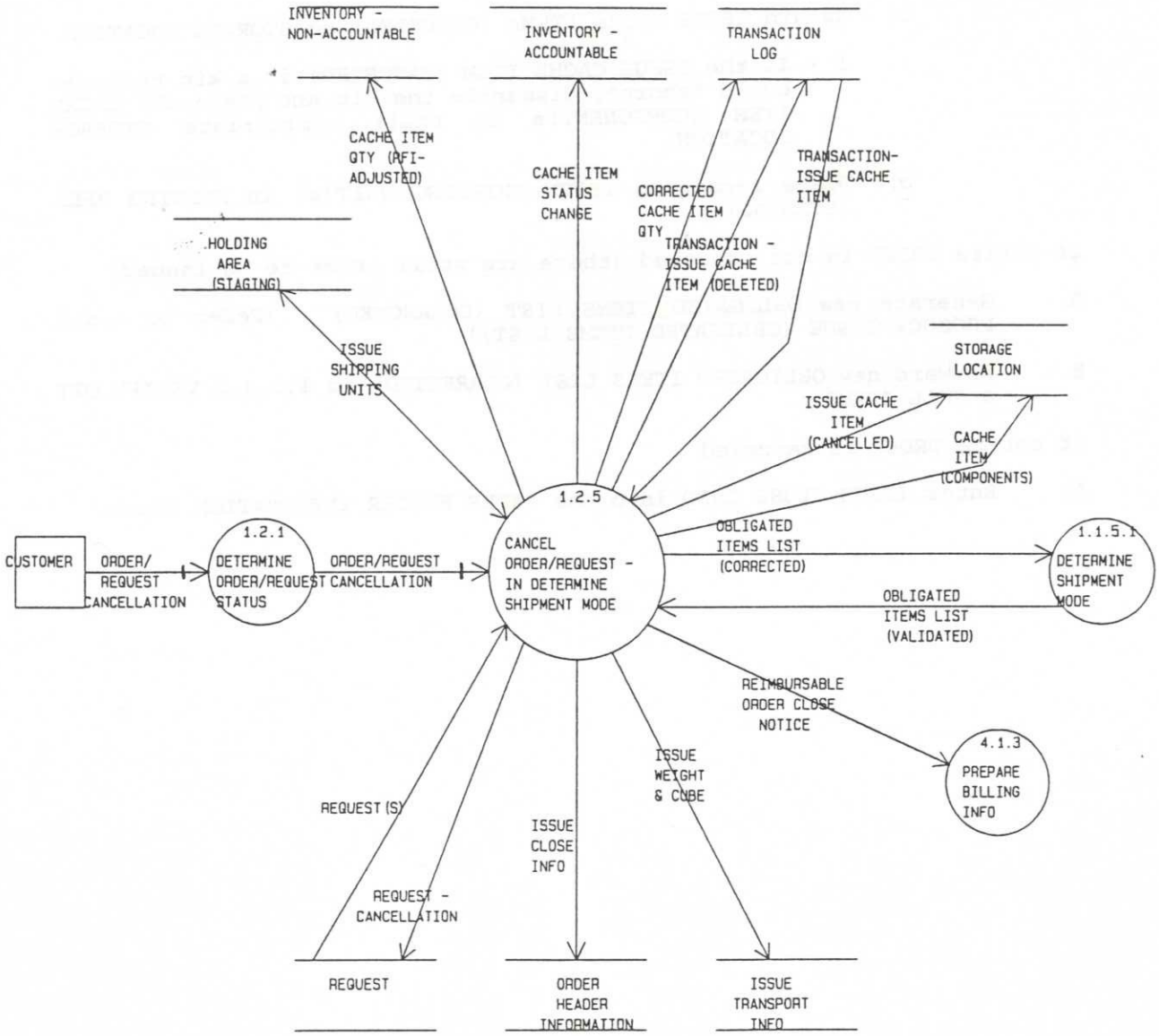
A. Generate new OBLIGATED ITEMS LIST (CORRECTED). (Refer to 4.6.8 PRODUCE ISSUE (OBLIGATED ITEMS LIST)).

B. Forward new OBLIGATED ITEMS LIST (CORRECTED) to 1.1.4.2 VERIFY QTY & PULL ITEMS.

4. If entire ORDER is canceled

A. Enter ISSUE CLOSE INFO into the ORDER HEADER INFORMATION store.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.2.5 canc ord/req - determine
Filename : canc_det.trg
Chart created on : Feb-11-1993
by user : US Forest Service
Last modified on : Sep-28-1993
by user : C. SCHAFER



Process Specification: 1.2.5 Cancel Order/Request - in Determine Shipment Mode

September 30, 1993

Description: This process is used to cancel a single line item or order in the 1.1.5.1 DETERMINE SHIPMENT MODE process.

1. Receive ORDER/REQUEST CANCELLATION from 1.2.1 DETERMINE ORDER/REQUEST STATUS.

2. Cancel the order/request:

   A. Retrieve OBLIGATED ITEMS LIST - VALIDATED from 1.1.5.1 DETERMINE SHIPMENT MODE and ISSUE SHIPPING UNIT(s) from the HOLDING AREA (STAGING).

      1) Remove ISSUE CACHE ITEMs (CANCELED) from the ISSUE SHIPPING UNIT(s).

      2) Place remaining ISSUE SHIPPING UNIT(s) in HOLDING AREA (STAGING).

   B. Update the REQUEST store with REQUEST - CANCELLATION.

      1). Retrieve REQUEST from REQUEST store.

      2). Change CACHE ITEM QTY (REQUESTED).

         a. CACHE ITEM QTY (REQUESTED - UPDATED) equals the CACHE ITEM QTY (REQUESTED) minus the CACHE ITEM QTY (CANCELLATION).

      3). Enter REQUEST COMMENTS into the REQUEST store to document the cancellation.

   C. Correct the TRANSACTION LOG store.

      1). If the CACHE ITEM QTY (REQUESTED - UPDATED) equals zero

         a. Cancel TRANSACTION - ISSUE CACHE ITEMS (DELETED) in TRANSACTION LOG store.

      2). If the CACHE ITEM QTY (REQUESTED - UPDATED) is greater than zero

         a. Correct the TRANSACTION - ISSUE CACHE ITEM in TRANSACTION LOG with CORRECTED CACHE ITEM QTY.

            1 - CACHE ITEM QTY (REQUESTED - UPDATED) equals the CACHE ITEM QTY (ISSUED) minus the CACHE ITEM QTY (CANCELLATION).

         b. Note cancellation in TRANSACTION COMMENTS.

   D. Update ISSUE TRANSPORT INFO store with ISSUE WEIGHT & CUBE (corrected ISSUE TOTAL WEIGHT, and ISSUE TOTAL CUBE).

E. Update the INVENTORY store with CACHE ITEM STATUS CHANGE.

1). If canceled item(s) is Accountable Property

a. Enter CACHE ITEM STATUS CHANGE in INVENTORY - ACCOUNTABLE to change status to "RFI" or "KIT".

2). If canceled item(s) is Non-accountable Property

a. Update INVENTORY - NON-ACCOUNTABLE with CACHE ITEM QTY (RFI-ADJUSTED. This will reflect the adjustment to the inventory due to items canceled.

F. Return ISSUE CACHE ITEMs to CACHE STORAGE.

1). Return ISSUE CACHE ITEMs (CANCELED) to CACHE STORAGE.

a). If the ISSUE CACHE ITEM (CANCELED) is a kit that was build "short", dismantle the kit and place all CACHE ITEM (COMPONENT)s in their appropriate STORAGE LOCATION.

3. If entire ORDER is not canceled

A. Generate OBLIGATED ITEMS LIST (CORRECTED).

B. Forward OBLIGATED ITEMS LIST (CORRECTED) to 1.1.5.1 DETERMINE SHIPMENT MODE process.

4. If entire ORDER is completed (all items have either been issued or canceled)

A. Enter ISSUE CLOSE INFO in ORDER HEADER INFORMATION store.

B. Determine if reimbursable direct sales ORDER is closed:

If ORDER TYPE is "DIRECT SALES",

1). Retrieve all REQUESTS for the ORDER from the REQUEST store.

2). Retrieve all TRANSACTION - ISSUE CACHE ITEMS from the TRANSACTION store.

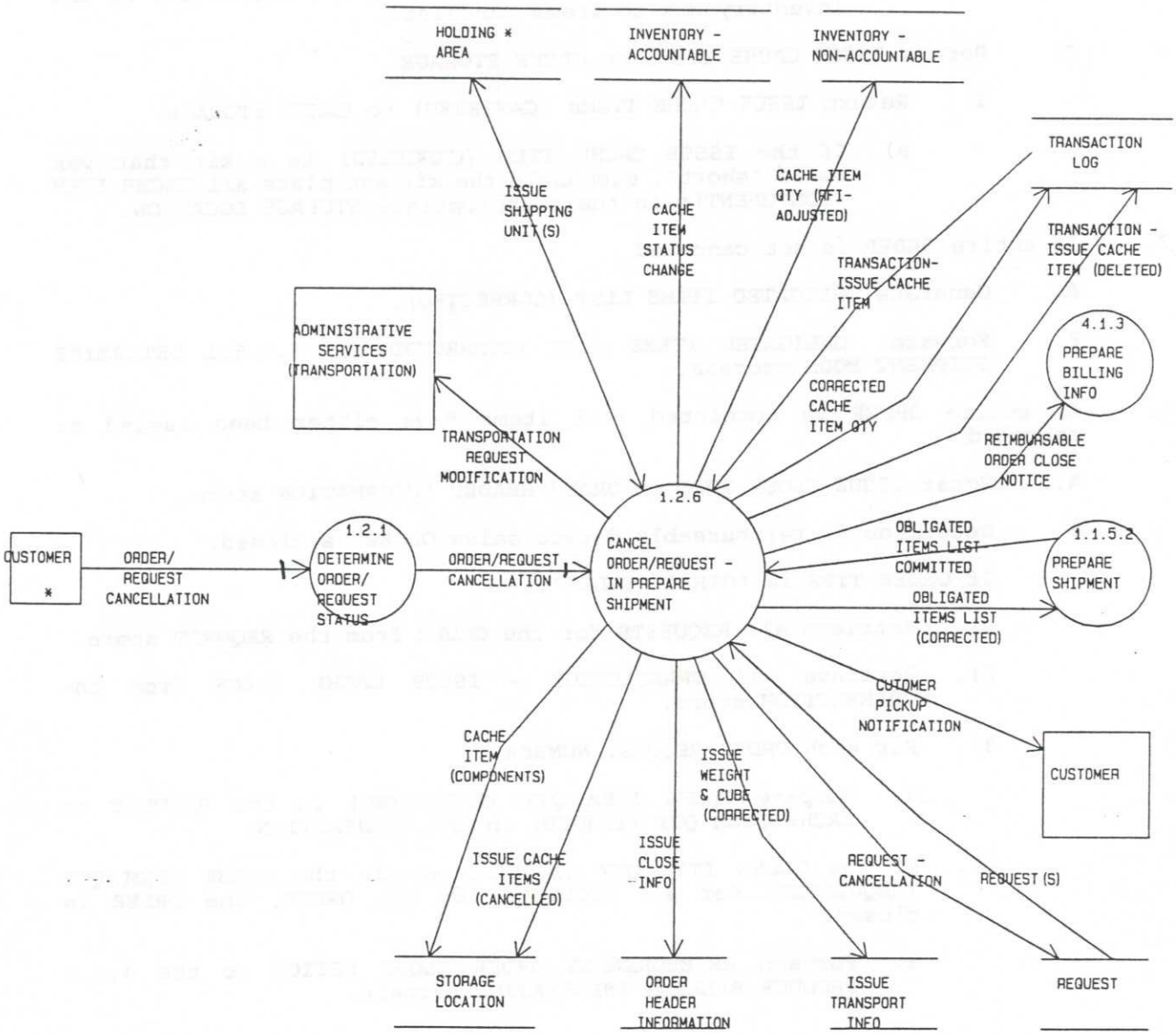
3). For each ORDER REQUEST NUMBER,

a. Compare CACHE ITEM QTY (REQUESTED) in the REQUEST to CACHE ITEM QTY (ISSUED) in the TRANSACTION.

4). If the CACHE ITEM QTY (ISSUED) equals the CACHE ITEM QTY (REQUESTED) for all REQUESTS for the ORDER, the ORDER is closed.

a. Forward REIMBURSABLE ORDER CLOSE NOTICE to the 4.1.3 PRODUCE BILLING INFORMATION process.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.2.6 canc ord/req - prepare
Filename : canc_prp.trg
Chart created on : Feb-11-1993
by user : US Forest Service
Last modified on : Sep-28-1993
by user : C. SCHAFER



Process Specification: 1.2.6 Cancel Order/Request - in Prepare Shipment

September 30, 1993

Description: This process is used to cancel a single line item or order in the 1.1.5.2 PREPARE SHIPMENT process.

1. Receive ORDER/REQUEST CANCELLATION from 1.2.1 DETERMINE ORDER/REQUEST STATUS.

2. Cancel the order/request:

   A. Retrieve OBLIGATED ITEMS LIST - COMMITTED from 1.1.5.2 PREPARE SHIPMENT and ISSUE SHIPPING UNIT(s) from the HOLDING AREA (STAGING).

      1) Remove ISSUE CACHE ITEMs (CANCELED) from the ISSUE SHIPPING UNIT(s).

      2) Place remaining ISSUE SHIPPING UNIT(s) in HOLDING AREA (STAGING).

   B. Update the REQUEST store with REQUEST - CANCELLATION.

      1). Retrieve REQUEST from REQUEST store.

      2). Change CACHE ITEM QTY (REQUESTED).

         a. CACHE ITEM QTY (REQUESTED - UPDATED) equals the CACHE ITEM QTY (REQUESTED) minus the CACHE ITEM QTY (CANCELLATION).

      3). Enter REQUEST COMMENTS into the REQUEST store to document cancellation.

   C. Correct the TRANSACTION LOG store.

      1). If the CACHE ITEM QTY (REQUESTED - UPDATED) equals zero

         a. Cancel TRANSACTION - ISSUE CACHE ITEMS (DELETED) in TRANSACTION LOG store.

      2). If the CACHE ITEM QTY (REQUESTED - UPDATED) is greater than zero

         a. Correct the TRANSACTION - ISSUE CACHE ITEM in TRANSACTION LOG with CORRECTED CACHE ITEM QTY.

            1 - CACHE ITEM QTY (REQUESTED - UPDATED) equals the CACHE ITEM QTY (ISSUED) minus the CACHE ITEM QTY (CANCELLATION).

         b. Note cancellation in TRANSACTION COMMENTS.

   D. Update ISSUE TRANSPORT INFO store with ISSUE WEIGHT & CUBE (CORRECTED).

E. Update the INVENTORY store with CACHE ITEM STATUS CHANGE.

1). If canceled item(s) is Accountable Property

a. Enter CACHE ITEM STATUS CHANGE in INVENTORY - ACCOUNTABLE to change status to "RFI" or "KIT".

2). If canceled item(s) is Non-accountable Property

a. Update INVENTORY - NON-ACCOUNTABLE with CACHE ITEM QTY (RFI-ADJUSTED). This will reflect the adjustment to the inventory due to items canceled.

F. Return ISSUE CACHE ITEMs to CACHE STORAGE.

1). Place ISSUE CACHE ITEMs (CANCELED) to STORAGE LOCATION.

a). If the ISSUE CACHE ITEM (CANCELED) is a kit that was build "short", dismantle the kit and place all CACHE ITEM (COMPONENT)s in their appropriate STORAGE LOCATION.

G. If it is a partial order cancellation,

1). Recalculate ISSUE GROSS CUBE, ISSUE GROSS WEIGHT, ISSUE SHIPPING UNIT QTY of ISSUE SHIPPING UNITS.

2). If ISSUE SHIPMENT MODE equals "Commercial Surface" or "Air Freight",

a. Send the TRANSPORTATION REQUEST MODIFICATION to ADMINISTRATIVE SERVICES (Transportation)..

3). If ISSUE SHIPMENT MODE equals "Pickup",

a. Send CUSTOMER PICKUP NOTIFICATION to CUSTOMER.

4). If ISSUE SHIPMENT MODE equals "Government Surface"

a. Forward corrected OBLIGATED ITEMS LIST (CORRECTED) to 1.1.5.2 PREPARE SHIPMENT.

3. If entire ORDER is not canceled

A. Generate ISSUE (CORRECTED).

B. Forward OBLIGATED ITEMS LIST (CORRECTED) to 1.1.5.2 PREPARE SHIPMENT process.

4. If entire ORDER is completed (all items have either been issued or canceled)

A. Enter ISSUE CLOSE INFO in ORDER HEADER INFORMATION store.

B. Determine if reimbursable direct sales ORDER is closed:

If ORDER TYPE is "DIRECT SALES",

1) Retrieve all REQUESTS for the ORDER from the REQUEST store.

2) Retrieve all TRANSACTION - ISSUE CACHE ITEMS from the TRANSACTION store.

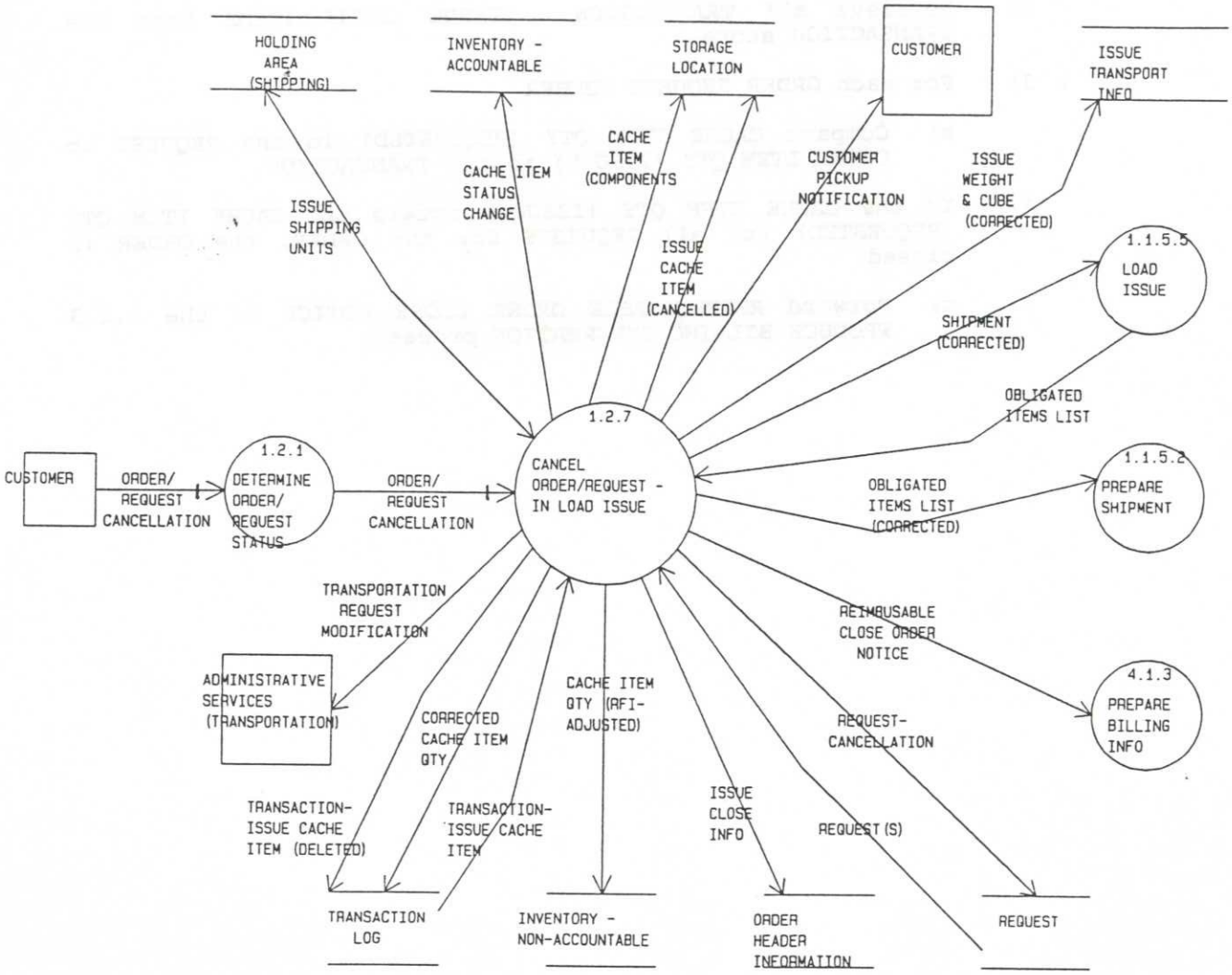
3) For each ORDER REQUEST NUMBER,

   a) Compare CACHE ITEM QTY (REQUESTED) in the REQUEST to CACHE ITEM QTY (ISSUED) in the TRANSACTION.

4) If the CACHE ITEM QTY (ISSUED) equals the CACHE ITEM QTY (REQUESTED) for all REQUESTS for the ORDER, the ORDER is closed.

   a) Forward REIMBURSABLE ORDER CLOSE NOTICE to the 4.1.3 PRODUCE BILLING INFORMATION process.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.2.7 canc ord/req - load
Filename : canc_lod.trg
Chart created on : Feb-11-1993
by user : US Forest Service
Last modified on : Sep-28-1993
by user : C. SCHAFER



Process Specification: 1.2.7 Cancel Order/Request - in Load Issue

September 30, 1993

Description: This process is used to cancel a single line item or order in the 1.1.5.5 LOAD ISSUE process.

1. Receive ORDER/REQUEST CANCELLATION from 1.2.1 DETERMINE ORDER/REQUEST STATUS.

2. Cancel the order/request:

   A. Retrieve OBLIGATED ITEMS LIST from 1.1.5.5. LOAD ISSUE process.

   B. Retrieve ISSUE SHIPPING UNIT(s) from the HOLDING AREA (STAGING).

      1) Remove ISSUE CACHE ITEMs (CANCELED) from the ISSUE SHIPPING UNIT(s).

      2) Place remaining ISSUE SHIPPING UNIT(s) in HOLDING AREA (STAGING).

   C. Update the REQUEST store with REQUEST - CANCELLATION.

      1). Retrieve REQUEST from REQUEST store.

      2). Change CACHE ITEM QTY (REQUESTED).

         a. CACHE ITEM QTY (REQUESTED - UPDATED) equals the CACHE ITEM QTY (REQUESTED) minus the ORDER/REQUEST CANCELLATION QTY.

      3). Enter ORDER/REQUEST CANCELLATION DOCUMENTATION onto the ORDER/REQUEST.

   D. Correct the TRANSACTION LOG store.

      1). If the CACHE ITEM QTY (REQUESTED - UPDATED) equals zero

         a. Cancel TRANSACTION - ISSUE CACHE ITEMS (DELETED) in TRANSACTION LOG store.

      2). If the CACHE ITEM QTY (REQUESTED - UPDATED) is greater than zero

         a. Correct the TRANSACTION - ISSUE CACHE ITEM in TRANSACTION LOG with CORRECTED CACHE ITEM QTY.

            1 - CACHE ITEM QTY (REQUESTED - UPDATED) equals the CACHE ITEM QTY (ISSUED) minus the CACHE ITEM QTY (CANCELLATION).

         b. Note cancellation in TRANSACTION COMMENTS.

   E. Update ISSUE TRANSPORT INFO store with ISSUE WEIGHT & CUBE (CORRECTED).

F. Update the INVENTORY store with CACHE ITEM STATUS CHANGE.

1). If canceled item(s) is Accountable Property

a. Enter CACHE ITEM STATUS CHANGE in INVENTORY - ACCOUNTABLE to change status to "RFI" or "KIT".

2). If canceled item(s) is Non-accountable Property

a. Update INVENTORY - NON-ACCOUNTABLE with CACHE ITEM QTY (RFI-ADJUSTED). This will reflect the adjustment to the inventory due to items canceled.

G. Return ISSUE CACHE ITEMs to STORAGE LOCATION.

1). Place ISSUE CACHE ITEMs (CANCELED) in the STORAGE LOCATION.

a). If the ISSUE CACHE ITEM (CANCELED) is a kit that was build "short", dismantle the kit and place all CACHE ITEM (COMPONENT)s in their appropriate STORAGE LOCATION.

H. If it is a partial order cancellation,

1). Recalculate ISSUE GROSS CUBE, ISSUE GROSS WEIGHT, ISSUE SHIPPING UNIT QTY of ISSUE SHIPPING UNITS.

2). If ISSUE SHIPMENT MODE equals "Commercial Surface" or "Air Freight",

a. Send the TRANSPORTATION REQUEST MODIFICATION to ADMINISTRATIVE SERVICES (Transportation)..

3). If ISSUE SHIPMENT MODE equals "Pickup",

a. Send CUSTOMER PICKUP NOTIFICATION to CUSTOMER.

4). If ISSUE SHIPMENT MODE equals "Government Surface"

a. Forward OBLIGATED ITEMS LIST (CORRECTED) to 1.1.5.2 PREPARE SHIPMENT.

3. If entire ORDER is not canceled

A. Generate ISSUE (CORRECTED). (Refer to 4.6.8 PRODUCE ISSUE (OBLIGATED ITEMS LIST)).

B. Forward SHIPMENT (CORRECTED) to 1.1.5.5 LOAD ISSUE process.

4. If entire ORDER is completed (all items have either been issued or canceled)

   A. Enter ISSUE CLOSE INFO in ORDER HEADER INFORMATION store.

   B. Determine if reimbursable direct sales ORDER is closed:

      If ORDER TYPE is "DIRECT SALES",

      1) Retrieve all REQUESTS for the ORDER from the REQUEST store.

      2) Retrieve all TRANSACTION - ISSUE CACHE ITEMS from the TRANSACTION store.

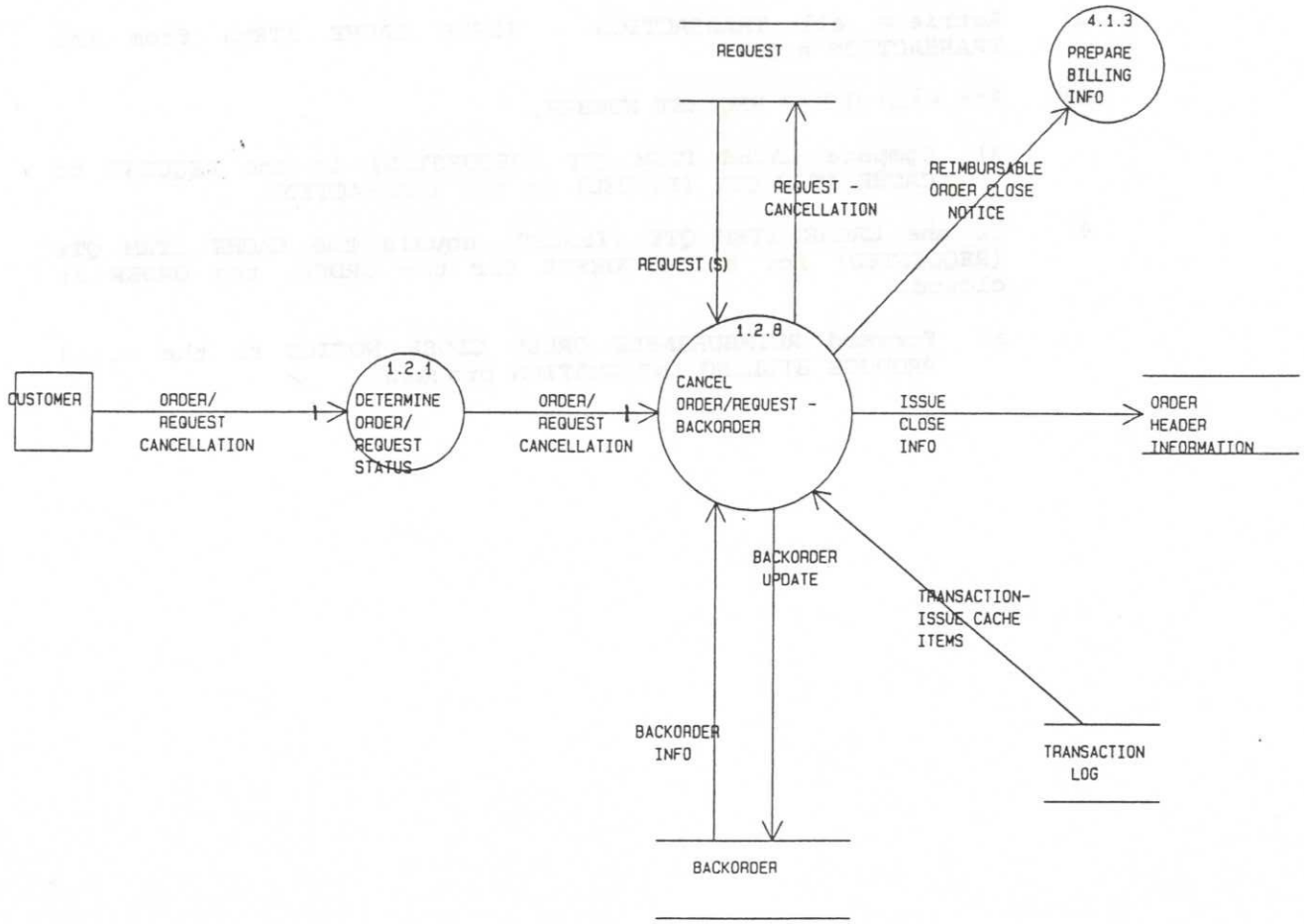
      3) For each ORDER REQUEST NUMBER,

         a) Compare CACHE ITEM QTY (REQUESTED) in the REQUEST to CACHE ITEM QTY (ISSUED) in the TRANSACTION.

      4) If the CACHE ITEM QTY (ISSUED) equals the CACHE ITEM QTY (REQUESTED) for all REQUESTS for the ORDER, the ORDER is closed.

         a) Forward REIMBURSABLE ORDER CLOSE NOTICE to the 4.1.3 PRODUCE BILLING INFORMATION process.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.2.8 canc ord/req - backorder
Filename : canc_bko.trg
Chart created on : Feb-11-1993
by user : US Forest Service
Last modified on : Sep-28-1993
by user : C. SCHAFER



Process Specification: 1.2.8 Cancel Order/Request - Backorder

September 30, 1993

Description: This process is used to cancel a single line item or order in the BACKORDER store.

1. Receive ORDER/REQUEST CANCELLATION from 1.2.1 DETERMINE ORDER/REQUEST STATUS.

2. Retrieve BACKORDER INFORMATION from BACKORDER store.

3. Cancel the order/request:

   A. Update the BACKORDER store with BACKORDER UPDATE:

      1). Change the CACHE ITEM QTY (BACKORDER).

         a. CACHE ITEM QTY (BACKORDER) (UPDATED) equals the CACHE ITEM QTY (BACKORDER) minus the ORDER/REQUEST CANCELLATION QTY.

      2). Enter ORDER/REQUEST CANCELLATION DOCUMENTATION into BACKORDER store.

   B. Update REQUEST store with REQUEST CANCELLATION:

      1). Retrieve REQUEST(s) from REQUEST store.

      2). Change CACHE ITEM QTY (REQUESTED) to CACHE ITEM QTY (REQUESTED - CORRECTED). CACHE ITEM QTY (REQUESTED - CORRECTED) = CACHE ITEM QTY (REQUESTED) minus CACHE ITEM QTY (CANCELED).

   C. If entire ORDER is completed (all items have either been issued or canceled)

      1). Enter ISSUE CLOSE INFO in ORDER HEADER store.

      2) Determine if reimbursable direct sales ORDER is closed:

         If ORDER TYPE is "DIRECT SALES",

         a) Retrieve all REQUESTS for the ORDER from the REQUEST store.

         b) Retrieve all TRANSACTION - ISSUE CACHE ITEMS from the TRANSACTION store.

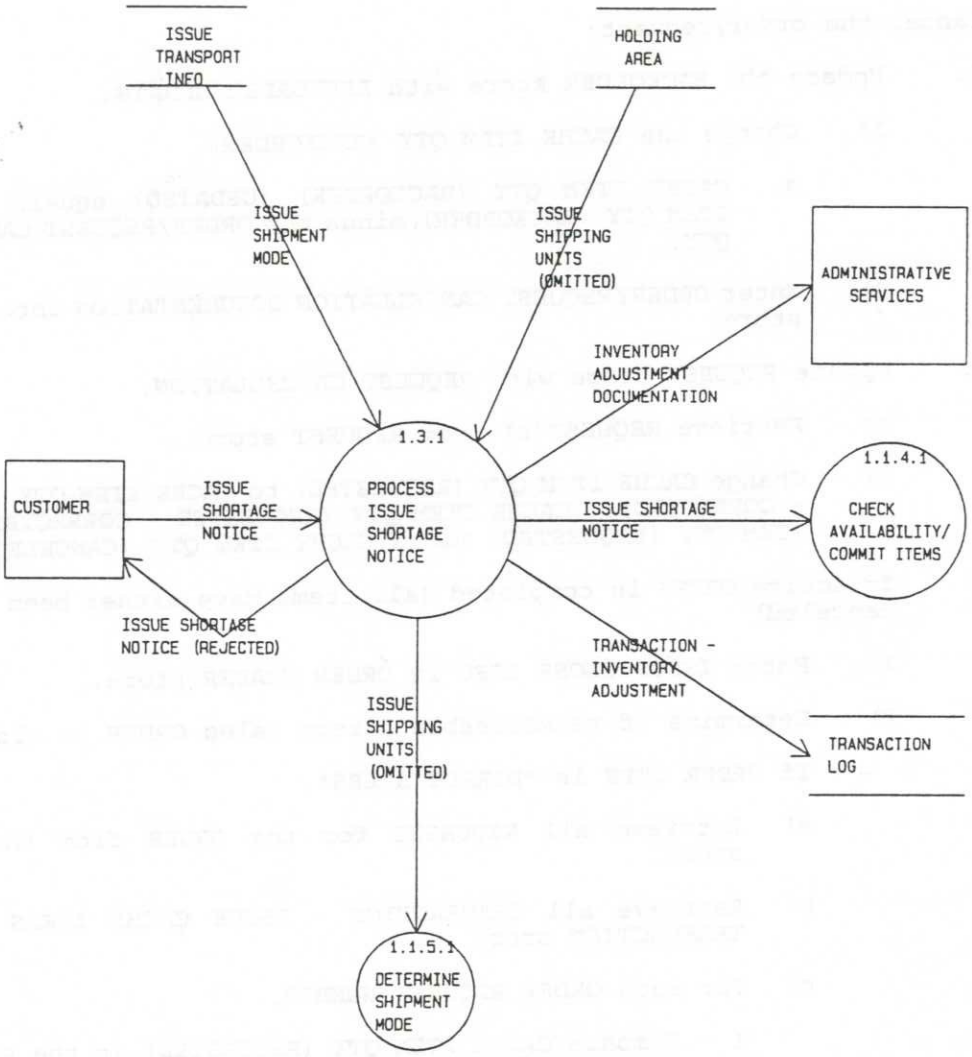
         c) For each ORDER REQUEST NUMBER,

            1 - Compare CACHE ITEM QTY (REQUESTED) in the REQUEST to CACHE ITEM QTY (ISSUED) in the TRANSACTION.

         d) If the CACHE ITEM QTY (ISSUED) equals the CACHE ITEM QTY (REQUESTED) for all REQUESTS for the ORDER, the ORDER is closed.

            1 - Forward REIMBURSABLE ORDER CLOSE NOTICE to the 4.1.3 PRODUCE BILLING INFORMATION process.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.3.0 PROCESS ISSUE SHORT NOTICE
Filename : proc_sho.trg
Chart created on : Mar-22-1993
by user : C. SCHAFER
Last modified on : Aug-19-1993
by user : C.SCHAFER



Process Specification: 1.3.1 Process Issue Shortage Notice

September 30, 1993

Description: This process is used to locate/reissue items missing from a delivered shipment. It is assumed that the Customer has ALREADY verified contents of shipping units (e.g. missing item was not re-packed with another item) and that the items are really missing.

The following Business Rules have been established:

- When SHIPMENT is transported via "CUSTOMER PICKUP", "COMMERCIAL SURFACE" or "COMMERCIAL AIR", it is the responsibility of the carrier to verify that the correct quantity of ISSUE SHIPPING UNITS (e.g. 10 boxes of shovels) have been picked up at the cache and delivered to the CUSTOMER. If a CUSTOMER does not receive the quantity of ISSUE SHIPPING UNITS indicated on the issue, it is the responsibility of the CUSTOMER to resolve the discrepancy with the carrier.

- When SHIPMENT is transported via GOVERNMENT SURFACE, it is the responsibility of the cache transportation personnel to verify that the correct quantity of ISSUE SHIPPING UNITS (e.g. 10 boxes of shovels) have been picked up at the cache and delivered to the CUSTOMER. If a CUSTOMER does not receive the quantity of ISSUE SHIPPING UNITS indicated on the issue, it is the responsibility of the CACHE to resolve the discrepancy.

- If an ISSUE SHIPPING UNIT does not contain the specified quantity (e.g. a box of shovels should contain 10 shovels), the CACHE will re-issue the 'short' quantity at no charge to the CUSTOMER.

- Any transaction that involves an adjustment to the inventory that does not result in either a charge or a credit to a customer ACCOUNTING CODE must be reviewed by the appropriate agency officials. (USFS - reviewed by Property, BLM - reviewed by Finance.)

---

1. Receive ISSUE SHORTAGE NOTICE.

2. Retrieve ISSUE SHIPMENT MODE from ISSUE TRANSPORT INFORMATION store.

3. If ISSUE SHORTAGE NOTICE is reporting a missing ISSUE SHIPPING UNIT (e.g. pallet containing 10 boxes of shovels),

   A. If SHIPMENT was <u>not</u> transported "GOVERNMENT SURFACE",

      1). Return ISSUE SHORTAGE NOTICE (REJECTED to CUSTOMER.

   B. If SHIPMENT was transported "GOVERNMENT SURFACE",

      1). Search HOLDING AREA (STAGING & SHIPPING) for missing ISSUE SHIPPING UNIT.

         a. If found,

            1 - Forward ISSUE SHIPPING UNIT to 1.1.5.1 DETERMINE SHIPMENT MODE.

b. If not found

1 - Forward ISSUE SHORTAGE NOTICE to 1.1.4.1 CHECK AVAILABILITY/COMMIT ITEMS for Reissue at zero cost to CUSTOMER.

Note: Item will be reissued (a new issue will be created) at zero cost so that inventory will be adjusted but Customer will not be charged additionally for the reissue of missing item.

2 - Complete appropriate INVENTORY ADJUSTMENT DOCUMENTATION to account for discrepancies. e.g. Receipt document for items found on inventory or survey document for items not found.

A - Forward INVENTORY ADJUSTMENT DOCUMENTATION to appropriate ADMINISTRATIVE SERVICES (PROPERTY or FINANCE). All adjustment documentation is reviewed for FS by Property, BLM are reviewed by Finance.

3 - Enter TRANSACTION - INVENTORY ADJUSTMENT into TRANSACTION LOG store.

4. If ISSUE SHORTAGE NOTICE is reporting that a CACHE ITEM is missing from within ISSUE SHIPPING UNIT (e.g. a pallet of 10 box of shovels is missing two boxes),

A. Search HOLDING AREA (STAGING & SHIPPING) for missing item.

1). If found,

a) Forward ISSUE SHIPPING UNITS (OMITTED) to 1.1.5.1 DETERMINE SHIPMENT MODE.

2). If not found

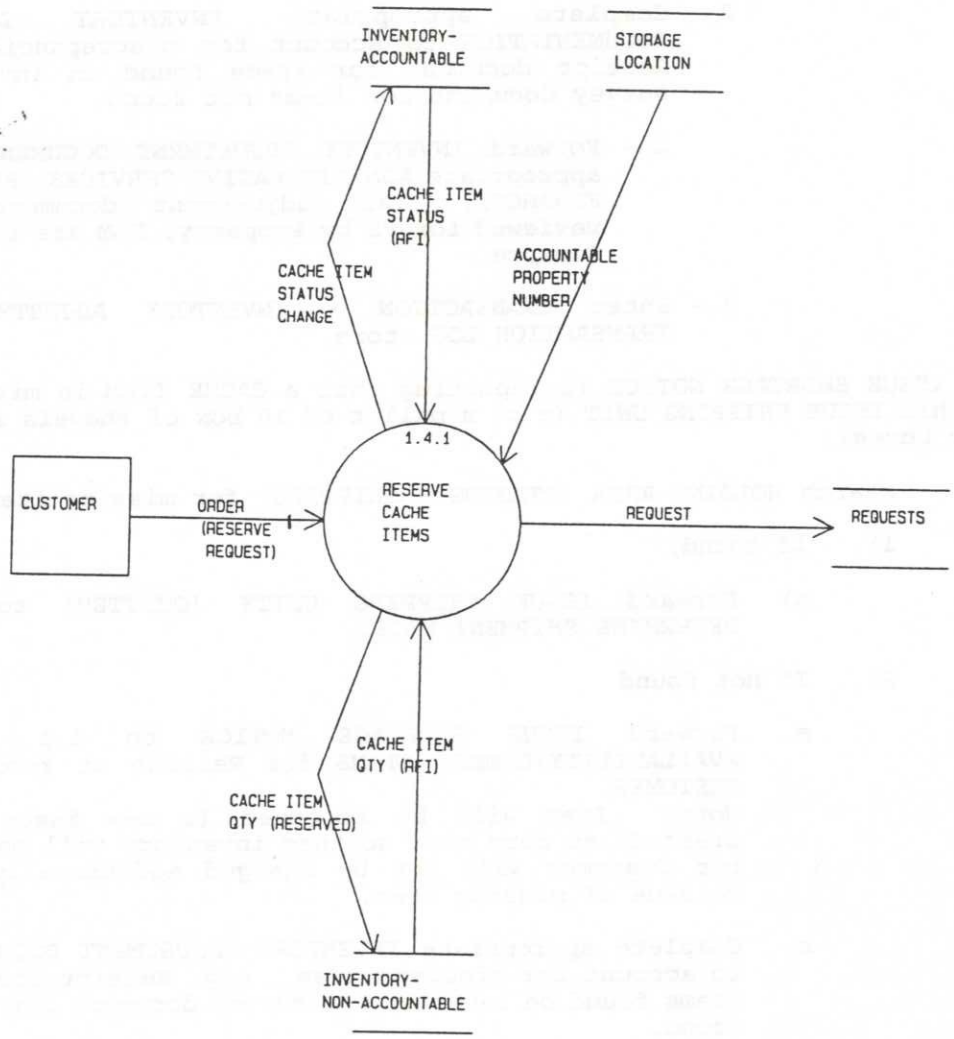
a. Forward ISSUE SHORTAGE NOTICE to 1.1.4.1 CHECK AVAILABILITY/COMMIT ITEMS for Reissue at zero cost to CUSTOMER.
Note: Item will be reissued (a new issue will be created) at zero cost so that inventory will be adjusted but Customer will not be charged additionally for the reissue of missing item.

b. Complete appropriate INVENTORY ADJUSTMENT DOCUMENTATION to account for discrepancies. e.g. Receipt document for items found on inventory or survey document for items not found.

1 - Forward INVENTORY ADJUSTMENT DOCUMENTATION to appropriate ADMINISTRATIVE SERVICES (PROPERTY or FINANCE). All adjustment documentation is reviewed for FS by Property, BLM are reviewed by Finance.

c. Enter TRANSACTION - INVENTORY ADJUSTMENT into TRANSACTION LOG store.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.4.0 RESERVE CACHE ITEMS
Filename : reserve.trg
Chart created on : Aug-16-1993
by user : C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CHOSBY



Process Specification: 1.4.1 Reserve Cache Items

September 30, 1993

Description: This is the process to place cache items in a 'RESERVE' status in anticipation of need. (e.g. Military mobilization)

1. Receive ORDER (RESERVE REQUEST) from CUSTOMER. ORDER TYPE = "RESERVE ORDER".

2. Reserve CACHE ITEMS. For each CACHE ITEM NUMBER:

   A. If CACHE ITEM is accountable property (this includes accountable property assigned to kits):

      1). Calculate the CACHE ITEM QTY (RFI) -- which is derived by Retrieving and Counting those items that CACHE ITEM STATUS equals "RFI" in the INVENTORY - ACCOUNTABLE store.

         a. If CACHE ITEM QTY (RFI) is greater than zero:

            1 - Receive ACCOUNTABLE PROPERTY NUMBER from STORAGE LOCATION of item(s) that will be Reserved. Floor personnel Flag item(s) as reserved. Enter CACHE ITEM STATUS CHANGE into INVENTORY - ACCOUNTABLE to reserve item(s).

               A - For each reserved ACCOUNTABLE PROPERTY NUMBER, change CACHE ITEM STATUS to "Reserved".

   B. If CACHE ITEM is not accountable property (this includes kits):

      1). Retrieve CACHE ITEM QTY (RFI) from INVENTORY - NON-ACCOUNTABLE store.

         a. If CACHE ITEM QTY (RFI) in INVENTORY - NON-ACCOUNTABLE is equal or greater than CACHE ITEM QTY (REQUESTED)

            1 - Update CACHE ITEM QTY (RESERVED) in INVENTORY - NON-ACCOUNTABLE by adding CACHE ITEM QTY (REQUESTED).

            2 - Update INVENTORY - NON-ACCOUNTABLE by subtracting CACHE ITEM QTY (REQUESTED).

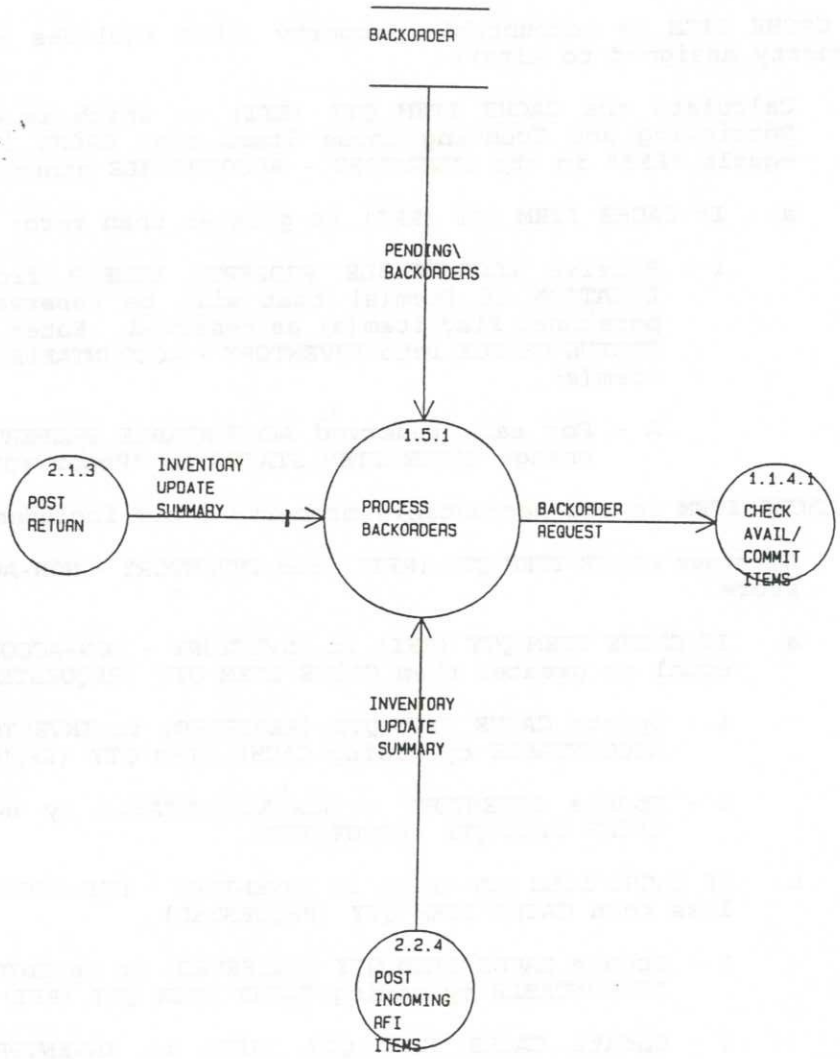
         b. If CACHE ITEM QTY (RFI) in INVENTORY - NON-ACCOUNTABLE is less than CACHE ITEM QTY (REQUESTED).

            1 - Update CACHE ITEM QTY (RESERVED) in INVENTORY - NON-ACCOUNTABLE by adding CACHE ITEM QTY (RFI).

            2 - Update CACHE ITEM QTY (RFI) in INVENTORY - NON-ACCOUNTABLE by subtracting CACHE ITEM QTY (RFI).

3 Enter RESERVE REQUEST into REQUEST store.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 2.1.5 process backorders
Filename : proc_bo.trg
Chart created on : Mar-17-1993
by user : J. CROSBY
Last modified on : Aug-16-1993
by user : C.SCHAFER



Process Specification: 1.5.1 Process Backorders

September 30, 1993

Description: This is the process to evaluate whether newly received inventory items can be used to fill backorders.

1. Receive INVENTORY UPDATE SUMMARY.

2. Retrieve PENDING BACKORDERS from the BACKORDER store.

3. Compare the CACHE ITEM NUMBERs from the INVENTORY UPDATE SUMMARY to the CACHE ITEM NUMBERs in the BACKORDERS store. For each matching CACHE ITEM NUMBER and associated BACKORDER,

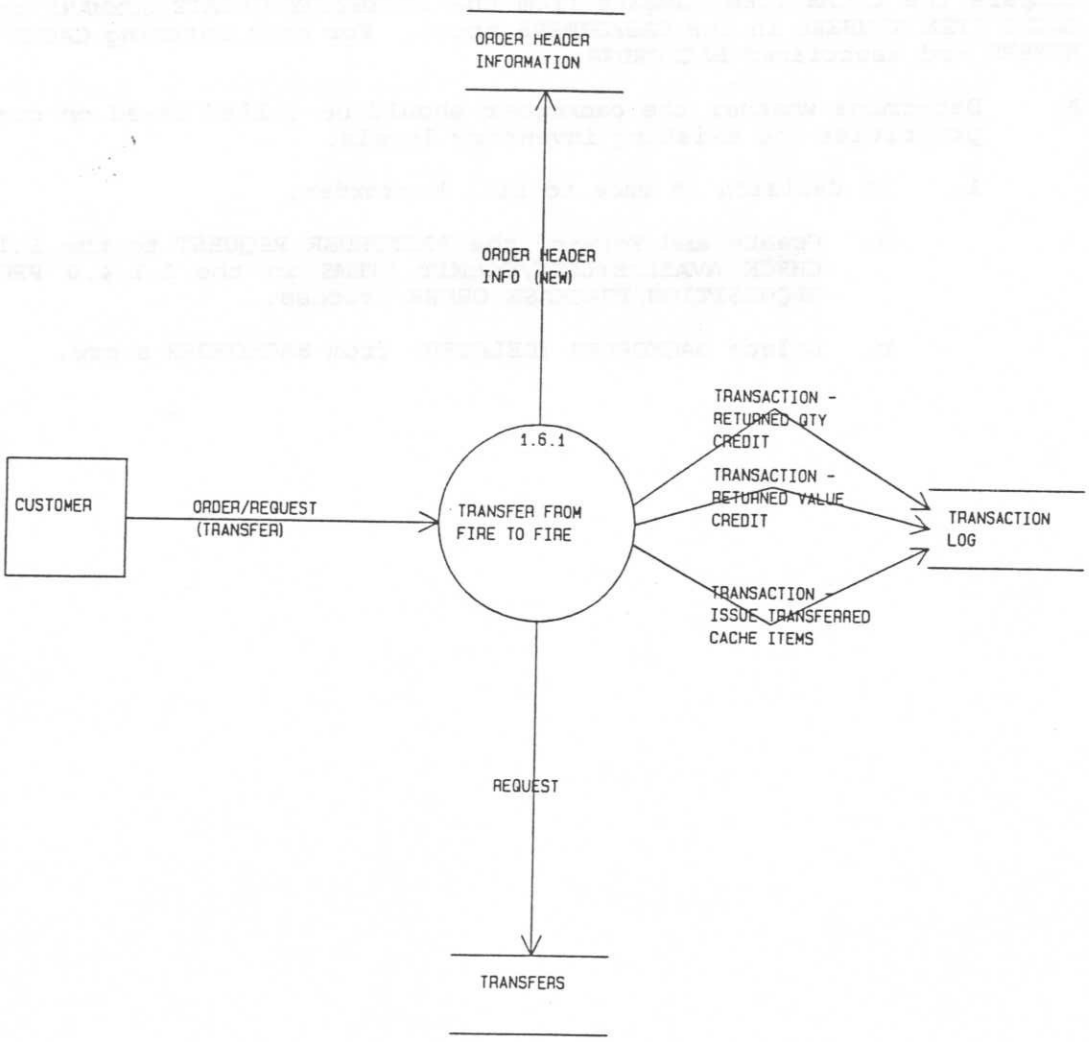
   A. Determine whether the backorder should be filled based on current priorities and existing inventory levels.

      1. If decision is made to fill backorder,

         a. Create and Forward the BACKORDER REQUEST to the 1.1.4.1 CHECK AVAILABILITY/COMMIT ITEMS in the 1.1.4.0 PROCESS REQUISITION/PURCHASE ORDER process.

         b. Delete BACKORDER (DELETED) from BACKORDER store.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 1.6.0 TRANSFER FROM FIRE TO FIRE
Filename : transfer.trg
Chart created on : Sep-15-1993
by user : J. CROSBY
Last modified on : Sep-15-1993
by user : J. CROSBY



Mini-specification: 1.6.1 Transfer Cache Items

September 30, 1993

Description: This process transfers cache items from one incident/project to another.

The following Business Rules have been established:

Issue item PP A-17

- A transfer of resources is initiated by the new Incident/Project who submits a Resource Order to the dispatch office. The dispatch office then directs the old incident/project to transfer the items to the new incident.

- The transferring incident/project supply unit is responsible for notifying the issuing cache that items have been transferred to another incident/project. The transferring incident/project must ensure that the appropriate transfer documents are submitted to the cache and the receiving incident/project.

- It is assumed that items transferred to another incident/project are "RFI Status".

---

1. Receive ORDER/REQUEST (TRANSFER).

2. If ORDER HEADER INFORMATION for the incident/project to which items were transferred to does not exist,

   A. Enter ORDER HEADER INFO (NEW) into the ORDER HEADER INFORMATION store.

3. Credit the transferring incident/project for transferred items:

   A. For each CACHE ITEM transferred,

      1) Enter TRANSACTION - RETURNED QTY CREDIT into the TRANSACTION LOG.

      2) Enter TRANSACTION - RETURNED VALUE CREDIT into the TRANSACTION LOG.

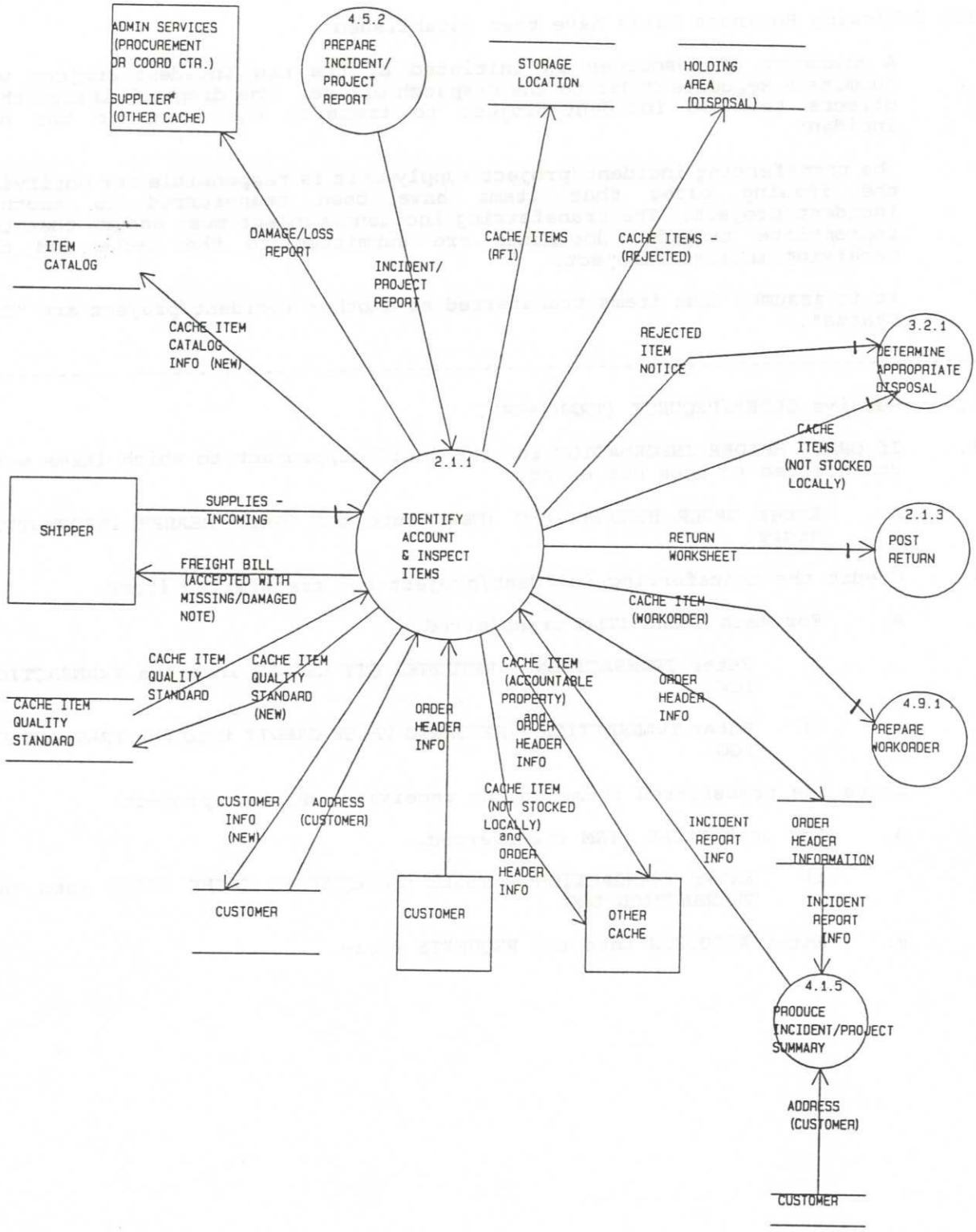
4. Issue the transferred items to the receiving incident/project:

   A. For each CACHE ITEM transferred,

      1) Enter TRANSACTION - ISSUE TRANSFERRED CACHE ITEMS into the TRANSACTION LOG.

   B. Enter REQUESTS into the REQUESTS store.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 2.1.1 identify & inspect return
Filename : identify.trg
Chart created on : Apr-20-1993
by user : J. CROSBY
Last modified on : Sep-28-1993
by user : C. SCHAFER



Process Specification: 2.1.1 Identify Account & Inspect Items - Returns

September 30, 1993

Description: This process is used to receive and sort items returned to the cache for credit.

The following Business Rules have been established:

- Incident management regulations require that CACHE ITEMS be returned to the closest CACHE to the incident/project. This means that CACHE ITEMS may have been issued from one CACHE and returned to another.

- Cache items being demobilized from an incident/project must be returned to the cache within 30 days following the close of the incident/ project. This will allow sufficient time for the cache to perform the necessary repair and refurbishment and to apply appropriate credit for returned items.

- All SHIPMENTS of returned items must contain identification of the sending Incident/ Project which includes the Incident/Project ORDER NUMBER and ACCOUNTING CODE. If proper identification is not provided and a reasonable period of research does not identify the sending incident/project, the returned items will be credited to the miscellaneous ABC account for the geographic area.

- Accountable Property items that do not belong to the receiving cache will be sent to the owner for return credit, repair, and refurbishment.

- Incident/Projects that transfer items to another incident MUST notify the cache that the items should be credited to the original incident/project and issued (transferred) to the second incident/project. If the cache is not notified of the transfer, the final Incident will receive quantity credit for the returned items and will be charged refurbishment costs. The original Incident/Project will not receive any return credit for the items -- which in turn will appear as a loss on the Fire/Loss Use Report.

---

1. Receive SUPPLIES - INCOMING from SHIPPER.

2. If pieces are missing or damaged

   A. Note on FREIGHT BILL and have Driver sign.

   B. Give FREIGHT BILL (ACCEPTED WITH MISSING/DAMAGED NOTE) to SHIPPER.

3. If cache item is accountable property from another cache (Verify that all kits from other caches are returned with any accountable property assigned as part of kit e.g. Telecomm kits)

   A. Determine owning cache for CACHE ITEM.

      1). Contact Property Management Officer for Agency to determine owning cache.

   B. Forward CACHE ITEMS (ACCOUNTABLE PROPERTY) and ORDER HEADER INFORMATION to OTHER CACHE (OWNING).

4. Initiate the RETURN WORKSHEET.

A. Identify Order for return credit:

1). Generate the INCIDENT/PROJECT REPORT. Refer to 4.5.2 PRODUCE INCIDENT/PROJECT REPORT process.

2). Search through the INCIDENT/PROJECT REPORT for the originating ORDER based on ORDER NUMBER, INCIDENT/PROJECT NAME, INCIDENT/PROJECT LOCATION, UNIT IDENTIFIER, UNIT NAME.

a. If INCIDENT/PROJECT does not exist in the INCIDENT/PROJECT REPORT, but it has been determined that it is a real event (items were issued from another cache),

1 - Contact CUSTOMER to Retrieve ORDER HEADER INFORMATION.

A - Enter ORDER HEADER INFORMATION into the ORDER HEADER INFORMATION store.

B - If CUSTOMER does not exist,

1) - Enter CUSTOMER INFO (NEW) into the CUSTOMER store.

b. If INCIDENT/PROJECT is not found (it is not possible to identify the original ORDER or ACCOUNTING CODE.):

1 - Return credit will be given to the Miscellaneous ABC account for the geographic area from which the items were returned.

B. Generate the RETURN WORKSHEET(S):

1). Print the ORDER NUMBER, INCIDENT/PROJECT NAME, or UNIT NAME, ACCOUNTING CODE (ISSUING OFFICE), DATE (RETURNED), and the remainder of the blank form. Print separate forms for accountable and non-accountable items (RETURN WORKSHEET - ACCOUNTABLE PROPERTY and RETURN WORKSHEET - RFI/SURVEYED ITEMS).

C. Inspect & Sort Incoming Items.

For each type of CACHE ITEM received:

1). Retrieve CACHE ITEM QUALITY STANDARD from the CACHE ITEM QUALITY STANDARD store.

2). Determine CACHE ITEM STATUS based on CACHE ITEM QUALITY STANDARDS.

a. If item was damaged or destroyed in transit

1 - Complete DAMAGE/LOSS REPORT. (Item will not be included in INVENTORY.)

2 - Forward DAMAGE/LOSS REPORT to ADMINISTRATIVE SERVICES (PROCUREMENT).

3). If item is not stocked by the cache (ITEM QUALITY STANDARD does not exist),

a. Determine if item should be added to inventory.

1 - If Yes

A - Enter CACHE ITEM CATALOG INFORMATION (NEW) into the ITEM CATALOG store.

B - Enter CACHE ITEM QUALITY STANDARD (NEW) into the QUALITY STANDARD store.

C - Proceed to step 4.D. below.

2 - If No

A - Determine if item is stocked by another cache.

1) - If Yes

a - Forward the CACHE ITEMs (NOT STOCKED LOCALLY) and ORDER HEADER INFORMATION to the OTHER CACHE.

2) - If No

a - Forward the CACHE ITEMs (NOT STOCKED LOCALLY) to 3.2.1 DETERMINE APPROPRIATE DISPOSAL.

D. Separate CACHE ITEMs into groups by CACHE ITEM STATUS.

1). If CACHE ITEM STATUS is "RFI" (Kits returned with original seal intact and in apparent good condition will be returned "RFI")

a. Label item. This includes NFES label and special labels e.g. Radios.

b. Place CACHE ITEMs (RFI) in assigned STORAGE LOCATION.

1 - If possible, place older items in front, newer items in back of STORAGE LOCATION.

c. If cache item is accountable property

1 - Enter ACCOUNTABLE PROPERTY NUMBER(s) in RETURN WORKSHEET.

d. If cache item is non-accountable property

1 - Enter CACHE ITEM QTY (RFI) in RETURN WORKSHEET.

e. Forward RETURN WORKSHEET to 2.1.3 POST RETURN.

2). If CACHE ITEM STATUS is "REJECTED"

a. If cache item is accountable property

1 - Enter ACCOUNTABLE PROPERTY NUMBER(s) in RETURN WORKSHEET.

b. If cache item is non-accountable property

1 - Enter CACHE ITEM QTY (REJECTED) in RETURN WORKSHEET.

c. Complete REJECTED ITEM NOTICE.

d. Place CACHE ITEM (REJECTED) in HOLDING AREA (DISPOSAL).

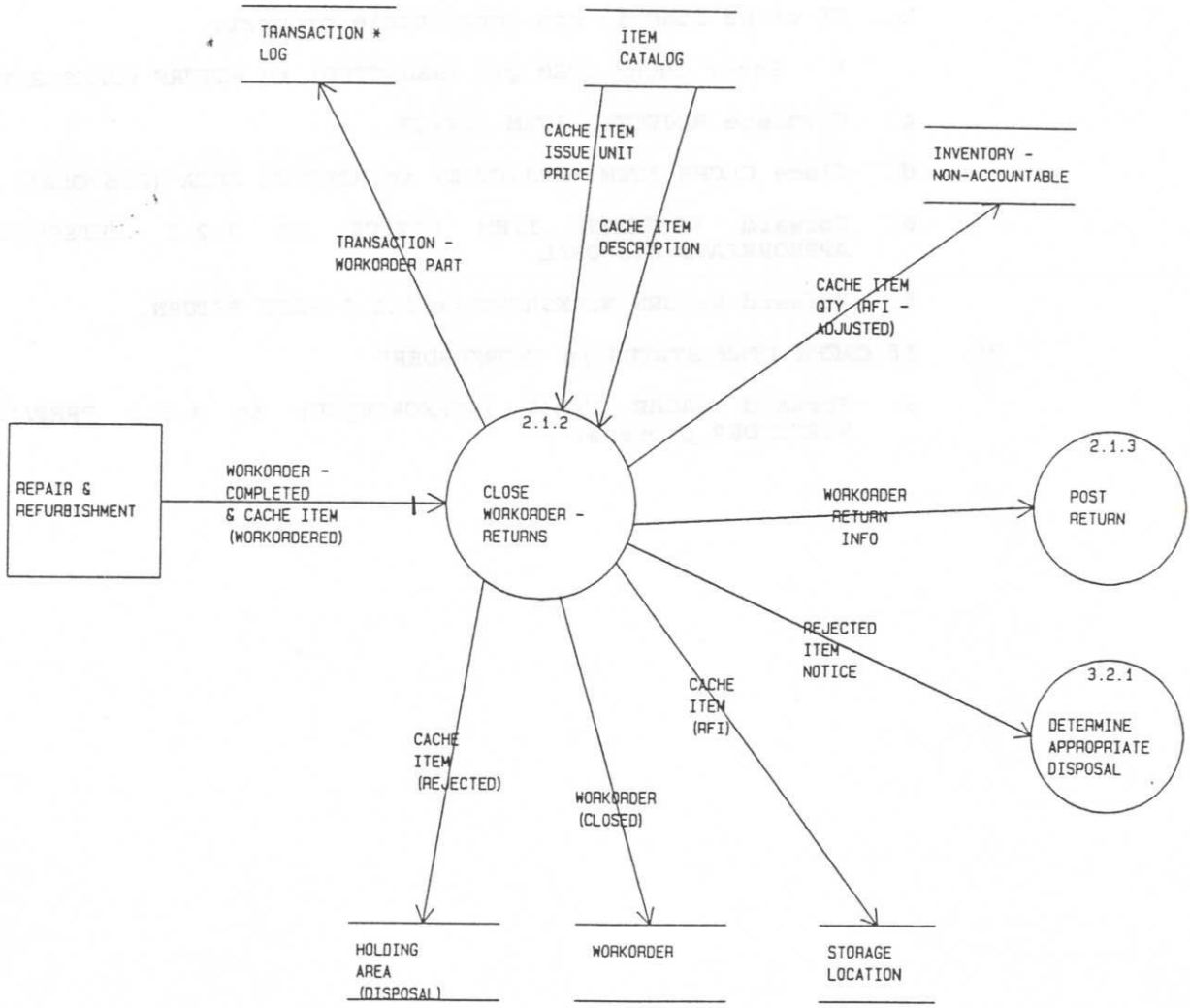
e. Forward REJECTED ITEM NOTICE to 3.2.1 DETERMINE APPROPRIATE DISPOSAL.

f. Forward RETURN WORKSHEET to 2.1.3 POST RETURN.

3). If CACHE ITEM STATUS is "WORKORDER"

a. Forward CACHE ITEMS (WORKORDERED) to 4.9.1 PREPARE WORKORDER process.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 2.1.2 close return workorder
Filename : wo_retn.trg
Chart created on : Apr-20-1993
by user : J. CROSBY
Last modified on : Sep-28-1993
by user : C. SCHAFER



Mini-specification: 2.1.2 Close Workorder - Returns

September 30, 1993

Description: This process is used to close out workorders created for returned items.

The following Business Rules have been established:

- Returned cache items should be repaired/refurbished within 30 days after return from the incident/project. If the cache's regular R & R System (whether in-house or contracted) is not able to meet the minimum refurbishment time, emergency fire funding should be used to acquire the necessary personnel/services to meet this standard.

- Incident/Projects that transfer items to another incident MUST notify the cache that the items should be credited to the original incident/project and issued (transferred) to the second incident/project. If the cache is not notified of the transfer, the final Incident will receive quantity credit for the returned items and will be charged refurbishment costs. The original Incident/Project will not receive any return credit for the items -- which in turn will appear as a loss on the Fire/Loss Use Report.

- Quantity Credit is given for all cache items returned, regardless of condition. Value Credit is given only for items refurbished to RFI condition. (Value Credit is given in Post Return Process.)

---

1. Receive WORKORDER - COMPLETED and CACHE ITEMS (WORKORDERED) from REPAIR AND REFURBISHMENT.

2. Retrieve CACHE ITEM DESCRIPTION from ITEM CATALOG.

   A. Verify that correct CACHE ITEM NUMBER is identified based on the CACHE ITEM DESCRIPTION (REPAIRED) on the WORKORDER.

3. If workordered item was returned in RFI condition:

   A. For each CACHE ITEM (PARTS) used in the WORKORDER process:

      1). Retrieve CACHE ITEM ISSUE UNIT PRICE and CACHE ITEM DESCRIPTION from ITEM CATALOG.

         a. Verify that correct CACHE ITEM NUMBER (PARTS) is assigned on WORKORDER.

         b. Calculate REPAIR PART PRICE.

            1 - CACHE ITEM PRICE (PARTS) equals CACHE ITEM ISSUE UNIT PRICE multiplied by CACHE ITEM QTY (PARTS).

      2). Update CACHE ITEM QTY (RFI - ADJUSTED) in INVENTORY - NON-ACCOUNTABLE store by subtracting CACHE ITEM QTY (PARTS) in RETURN INFO.

   B. Calculate WORKORDER PRICE.

      1). WORKORDER PRICE equals the total of all CACHE ITEM PRICE (PARTS) for in-house repair and refurbishment or the WORKORDER SERVICE COST if repair and refurbishment is done by contract.

C. Enter TRANSACTION - WORKORDER PARTS into TRANSACTION LOG. This transaction will charge customer for repair and refurbishment including repair parts.

1). Enter WORKORDER NUMBER and WORKORDER PRICE.

2). Enter CACHE ITEM NUMBER (PARTS) and CACHE ITEM QTY (REPAIR PART).

D. Update WORKORDER RETURN INFORMATION to give CUSTOMER credit for RFI items

1). If CACHE ITEM (WORKORDERED) is accountable property

a. Enter CACHE ITEM NUMBER, ACCOUNTABLE PROPERTY NUMBER and CACHE ITEM STATUS in WORKORDER RETURN INFO.

2). If CACHE ITEM (WORKORDERED) is non-accountable

a. Enter CACHE ITEM NUMBER, CACHE ITEM RFI QTY, and CACHE ITEM QTY (REJECTED) in WORKORDER RETURN INFO.

3). Forward WORKORDER RETURN INFORMATION to the 2.1.3 POST RETURN process.

4. For item(s) not repaired

A. Place CACHE ITEM (REJECTED) in HOLDING AREA (DISPOSAL).

B. Complete REJECTED ITEM NOTICE.

C. Forward REJECTED ITEM NOTICE to 3.2.1 DETERMINE APPROPRIATE DISPOSAL.

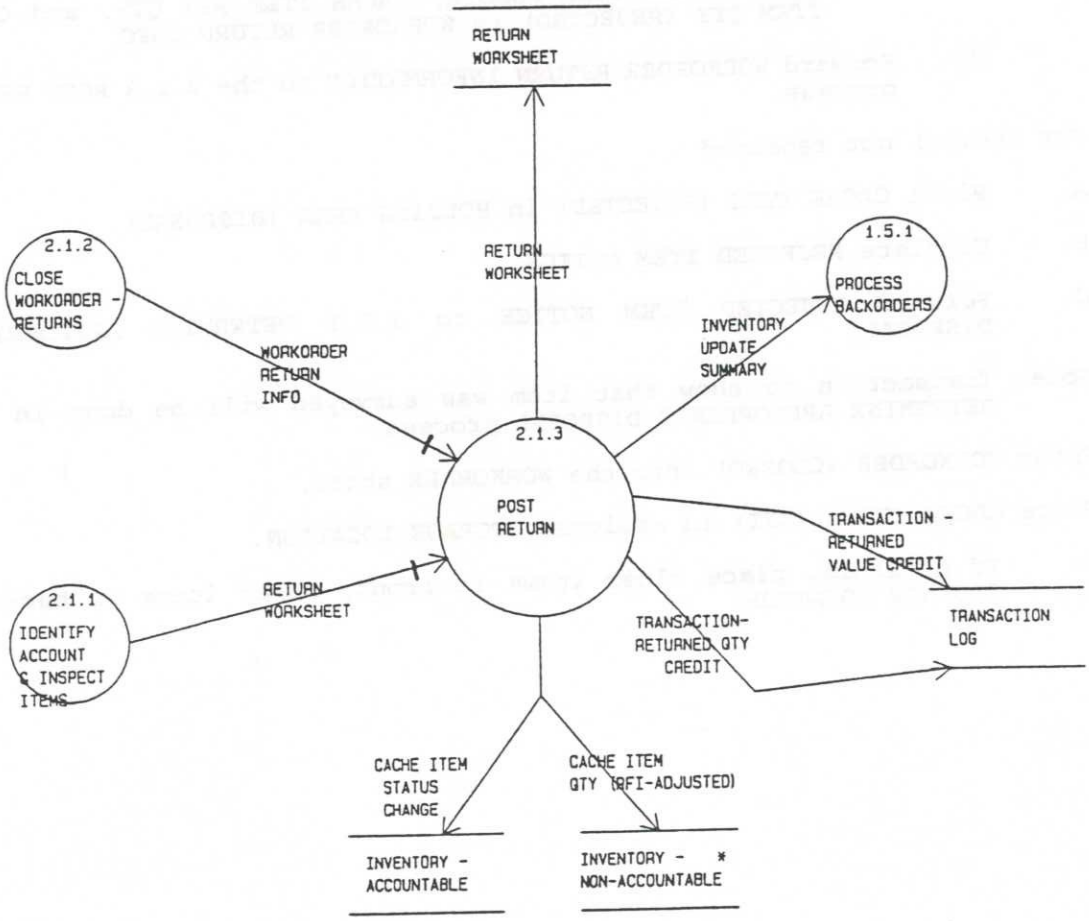
Note: Transaction to show that item was surveyed will be done in the DETERMINE APPROPRIATE DISPOSAL process.

5. Enter WORKORDER (CLOSED) into the WORKORDER store.

6. Place CACHE ITEMs (RFI) in assigned STORAGE LOCATION.

A. If possible, place older items in front, newer items in back of STORAGE LOCATION.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 2.1.3 post return
Filename : post_ret.trg
Chart created on : Apr-20-1993
by user : J. CROSBY
Last modified on : Aug-16-1993
by user : C.SCHAFER



Process Specification: 2.1.3 Post Return

September 30, 1993

Description: This process updates the inventory and adjusts accounts with returned item information after the condition of the item has been determined.

The following Business Rules have been established:

- Quantity Credit is given for all cache items returned, regardless of condition. Value Credit is given for items returned in RFI condition and for items refurbished to RFI condition through a workorder.

---

1. Receive RETURN WORKSHEET from 2.1.1 IDENTIFY ACCOUNT & INSPECT ITEMS - RETURNS or WORKORDER RETURN INFORMATION from 2.1.2 CLOSE WORKORDERS - RETURNS.

2. Update INVENTORY store

   A. If CACHE ITEM (RETURNED) is accountable property issued from the receiving cache

      1). Update INVENTORY - ACCOUNTABLE store

         a. If CACHE ITEM STATUS equals "RFI"

            1 - Update CACHE ITEM STATUS CHANGE in INVENTORY - ACCOUNTABLE from "WORKORDER" to "RFI".

            2 - If CACHE ITEM NUMBER (KIT) contains an entry to indicate that the item was issued as a component of a kit,

               a - Delete the CACHE ITEM NUMBER (KIT).

         b. If CACHE ITEM STATUS equals "REJECTED"

            1 - Enter CACHE ITEM STATUS CHANGE in INVENTORY - ACCOUNTABLE to "DISPOSED".

   B. If CACHE ITEM (RETURNED) is non-accountable

      1). Update CACHE ITEM QTY (RFI - ADJUSTED) in INVENTORY - NON-ACCOUNTABLE store by adding CACHE ITEM QTY (RFI) in RETURN WORKSHEET or WORKORDER RETURN INFO.

   C. Forward INVENTORY UPDATE SUMMARY to 1.5.1 PROCESS BACKORDERS.

3. Enter in TRANSACTION LOG store.

   A. For each CACHE ITEM (RFI)

      1). Enter TRANSACTION - RETURN VALUE CREDIT into TRANSACTION LOG store. This transaction will create a credit against the appropriate account.

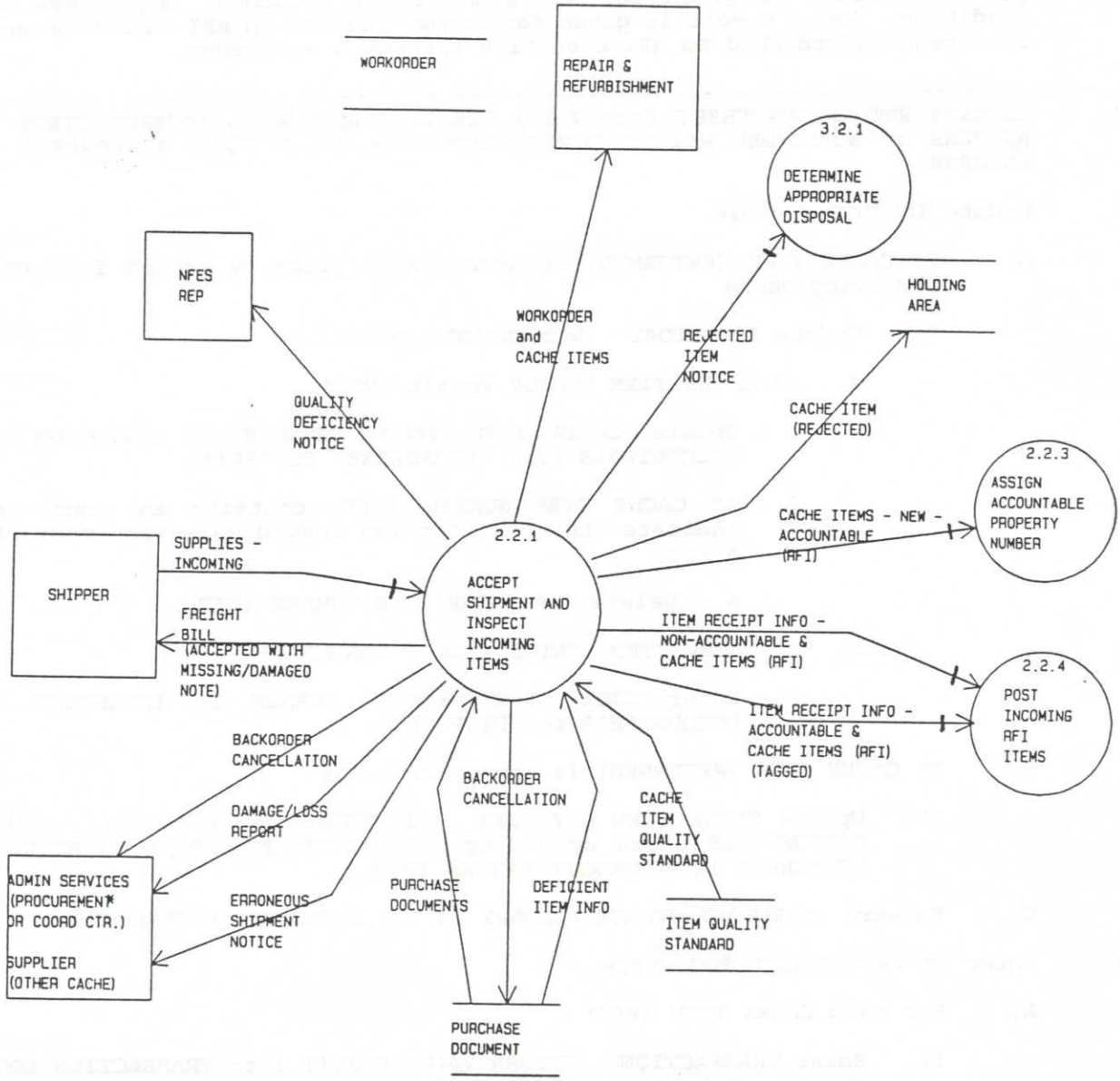
   B. For each CACHE ITEM (UNSERVICEABLE)

      1). Enter the TRANSACTION - RETURNED QTY CREDIT into the TRANSACTION store:

         a. TRANSACTION VALUE = $0
         b. CACHE ITEM QTY (TOTAL RETURNED) = the total number of cache items returned, regardless of condition.

4. File RETURN WORKSHEET in the RETURN WORKSHEET store.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 2.2.1 accept and inspectitems
Filename : insp_itm.trg
Chart created on : Jun-07-1993
by user : J.CROSBY
Last modified on : Sep-01-1993
by user : C.SCHAFER



Process Specification: 2.2.1 Accept Shipment & Inspect Incoming Items

September 30, 1993

Description: This process is used to accept a shipment from the shipper and determine the status of the items received.

The following Business Rules have been established:

- The normal procedure requires that all new items are inspected to ensure that they meet quality standards. However, in emergency situations, this rule can be waived and items can be given "RFI" status in order to meet delivery requirements.

- If an purchased through the Federal Supply System is found to be deficient, a QUALITY DEFICIENCY NOTICE should be sent to the NFES Representative so that other caches can be notified of possible deficiencies.

---

1. Accept Shipment.

   A. Receive SUPPLIES - INCOMING and SUPPLIER PACKING LIST.

   B. Verify SUPPLIES - INCOMING are being delivered to correct address. If pieces are missing or damaged, note on FREIGHT BILL and have Driver sign. Give FREIGHT BILL (ACCEPTED WITH MISSING/DAMAGED NOTE) to SHIPPER. If item is being delivered to the wrong address, Return SUPPLIES - INCOMING (REFUSED) to SHIPPER.

2. Verify Shipment Items.

   A. Retrieve PURCHASE DOCUMENT(s) from PURCHASE DOCUMENT store.

   B. Compare CACHE ITEM QTY (TRANSACTION) from the SUPPLIER PACKING LIST, the CACHE ITEM QTY (REQUESTED) from the PURCHASE DOCUMENT or REQUEST FOR SUPPLIES to the CACHE ITEM QTY (RECEIVED) in the incoming SHIPMENT to make sure that they match.

      1). If item missing, Send ERRONEOUS SHIPMENT NOTICE to SUPPLIER (OTHER CACHE) or ADMINISTRATIVE SERVICES (PROCUREMENT or GEOGRAPHIC AREA COORDINATION).

      2). If wrong or extra item, Send ERRONEOUS SHIPMENT NOTICE to SUPPLIER (OTHER CACHE) or ADMINISTRATIVE SERVICES (PROCUREMENT or GEOGRAPHIC AREA COORDINATION). (SUPPLIER must arrange for pickup of erroneous shipment.)

   C. If SUPPLIER PACKING LIST indicates that any requested items are on backorder, Decide whether to cancel remaining item(s).

      1). If canceling remaining item(s),

         a. Send BACKORDER CANCELLATION to SUPPLIER (OTHER CACHE) or ADMINISTRATIVE SERVICES (PROCUREMENT or GEOGRAPHIC AREA COORDINATION).

         b. Enter BACKORDER CANCELLATION in the PURCHASE DOCUMENT store.

3. Inspect & Sort Incoming Items.

   A. Retrieve CACHE ITEM QUALITY STANDARD from CACHE ITEM QUALITY STANDARD store for each item received.

   B. Determine CACHE ITEM STATUS based on quality standards.

C. Separate CACHE ITEMs into groups by CACHE ITEM STATUS. (Due to time constraints, sometimes items may be given an automatic "RFI" status.)

1). If item was damaged or destroyed in transit

a. If transportation was by commercial carrier

1 - Complete DAMAGE/LOSS REPORT. (Item will not be included in INVENTORY.)

2 - Forward DAMAGE/LOSS REPORT to ADMINISTRATIVE SERVICES (PROCUREMENT).

b. If transportation was by government vehicle

1 - Place item in HOLDING AREA (DISPOSAL).

2 - Forward REJECTED ITEM NOTICE to 3.2.1 DETERMINE APPROPRIATE DISPOSAL.

2). If CACHE ITEM STATUS is "RFI":

a. If cache item is accountable property transferred within the agency (with ACCOUNTABLE PROPERTY NUMBER already assigned),

1 - Forward ITEM RECEIPT INFO - ACCOUNTABLE and CACHE ITEMS (ACCOUNTABLE) (TAGGED - RFI) to 2.2.4 POST INCOMING RFI ITEMS.

b. If cache item is non-accountable property,

1 - Forward ITEM RECEIPT INFO - NON-ACCOUNTABLE and CACHE ITEMS (NON-ACCOUNTABLE) (RFI) to 2.2.4 POST INCOMING RFI ITEMS.

c. If cache item is new or leased accountable property,

1 - Forward ITEM RECEIPT INFO - ACCOUNTABLE and CACHE ITEMS (ACCOUNTABLE) (RFI) to 2.2.3 ASSIGN ACCOUNTABLE PROPERTY NUMBER.

3). If CACHE ITEM STATUS is "WORKORDER"

a. Prepare WORKORDER. (Refer to 4.9.1 PREPARE WORKORDER.)

4). If CACHE ITEM STATUS is "REJECTED",

a. Prepare QUALITY DEFICIENCY REPORT and Send to ADMINISTRATIVE SERVICES (PROCUREMENT).

b. Update the procurement records,

1 - Enter DEFICIENT ITEM INFORMATION into the PURCHASE DOCUMENT store.

c. If item is purchased through the Federal Supply System

1 - Create QUALITY DEFICIENCY NOTICE and Send to NFES REPRESENTATIVE.

d. Place CACHE ITEM (REJECTED) in HOLDING AREA (DISPOSAL) pending DISPOSAL DIRECTION.

C. Separate CACHE ITEMs into groups by CACHE ITEM STATUS. (Due to time constraints, sometimes items may be given an automatic "RFI" status.)

1). If item was damaged or destroyed in transit

a. If transportation was by commercial carrier

1 - Complete DAMAGE/LOSS REPORT. (Item will not be included in INVENTORY.)

2 - Forward DAMAGE/LOSS REPORT to ADMINISTRATIVE SERVICES (PROCUREMENT).

b. If transportation was by government vehicle

1 - Place item in HOLDING AREA (DISPOSAL).

2 - Forward REJECTED ITEM NOTICE to 3.2.5 REMOVE EXPIRED ITEMS.

2). If CACHE ITEM STATUS is "RFI":

a. If cache item is accountable property transferred within the agency (with ACCOUNTABLE PROPERTY NUMBER already assigned),

1 - Forward ITEM RECEIPT INFO - ACCOUNTABLE and CACHE ITEMS (ACCOUNTABLE) (TAGGED - RFI) to 2.2.4 POST INCOMING RFI ITEMS.

b. If cache item is non-accountable property,

1 - Forward ITEM RECEIPT INFO - NON-ACCOUNTABLE and CACHE ITEMS (NON-ACCOUNTABLE) (RFI) to 2.2.4 POST INCOMING RFI ITEMS.

c. If cache item is new or leased accountable property,

1 - Forward ITEM RECEIPT INFO - ACCOUNTABLE and CACHE ITEMS (ACCOUNTABLE) (RFI) to 2.2.3 ASSIGN ACCOUNTABLE PROPERTY NUMBER.

3). If CACHE ITEM STATUS is "WORKORDER"

a. Prepare WORKORDER. (Refer to 4.9.1 PREPARE WORKORDER.)

4). If CACHE ITEM STATUS is "REJECTED",

a. Prepare QUALITY DEFICIENCY REPORT and Send to ADMINISTRATIVE SERVICES (PROCUREMENT).

b. Update the procurement records,

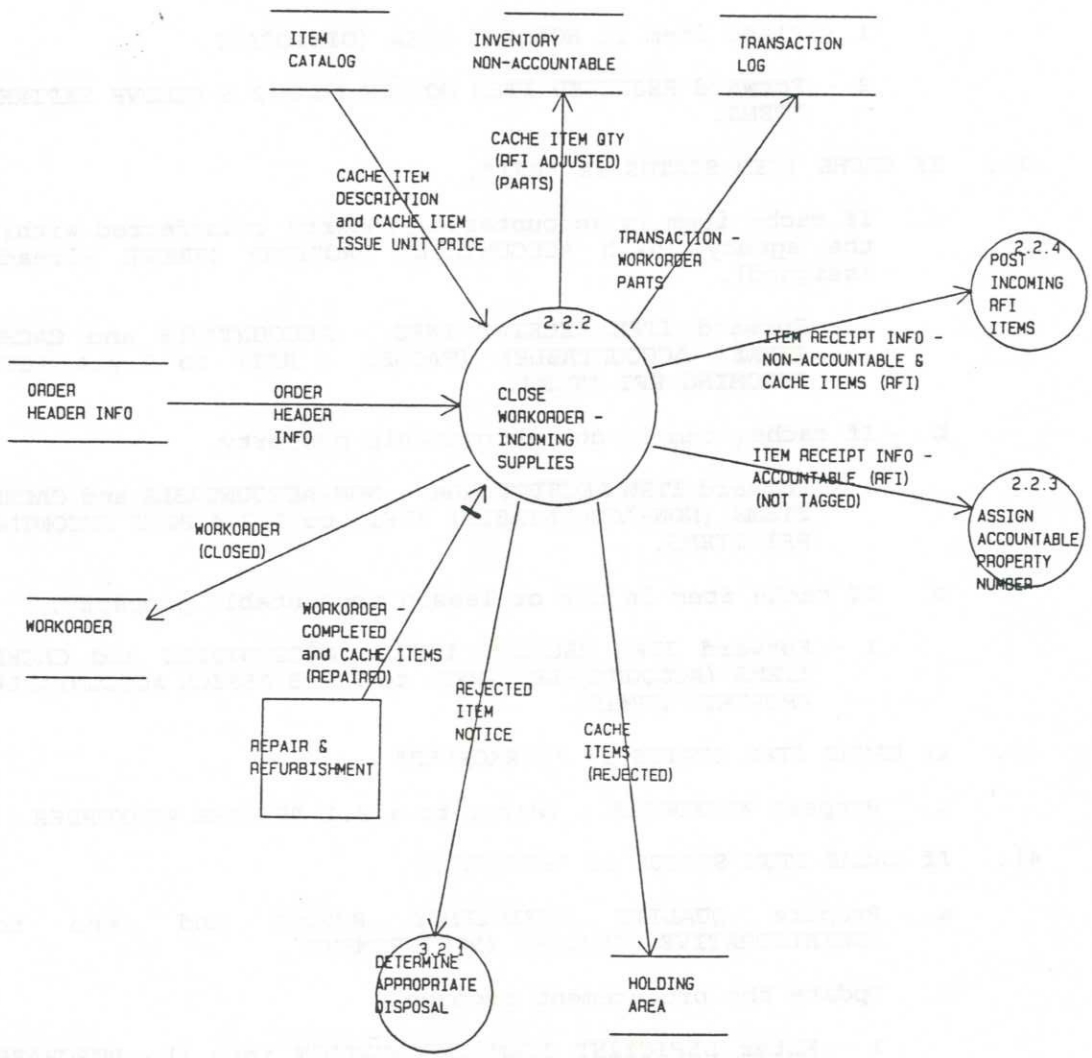
1 - Enter DEFICIENT ITEM INFORMATION into the PURCHASE DOCUMENT store.

c. If item is purchased through the Federal Supply System

1 - Create QUALITY DEFICIENCY NOTICE and Send to NFES REPRESENTATIVE.

d. Place CACHE ITEM (REJECTED) in HOLDING AREA (DISPOSAL) pending DISPOSAL DIRECTION.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 2.2.2 closeworkorder-incoming
Filename : close_wo.trg
Chart created on : Mar-17-1993
by user : J. CROSBY
Last modified on : Sep-01-1993
by user : C.SCHAFER



Process Specification: 2.2.2 Close Workorder - Incoming Items

September 30, 1993

Description: This process is used to close workorders created to repair or bring up to standard new items received.

The following Business Rules have been established:

- If an purchased through the Federal Supply System is found to be deficient, a QUALITY DEFICIENCY NOTICE should be sent to the NFES Representative so that other caches can be notified of possible deficiencies.

---

1. Receive WORKORDER - COMPLETED and CACHE ITEMS (WORKORDERED) from REPAIR AND REFURBISHMENT.

2. Retrieve CACHE ITEM DESCRIPTION from ITEM CATALOG.

   A. Verify that correct CACHE ITEM NUMBER (REPAIRED) is assigned on WORKORDER.

3. If workordered item was returned in RFI condition:

   A. For each CACHE ITEM (PARTS) used in the WORKORDER process:

      1). Retrieve CACHE ITEM DESCRIPTION and CACHE ITEM ISSUE UNIT PRICE from ITEM CATALOG.

         a. Verify that correct CACHE ITEM NUMBER (PARTS) is assigned on WORKORDER.

         b. Calculate REPAIR PART PRICE.

            1 - CACHE ITEM PRICE (PARTS) equals CACHE ITEM ISSUE UNIT PRICE multiplied by CACHE ITEM QTY (PARTS).

      2). Enter CACHE ITEM QTY (RFI - ADJUSTED) in INVENTORY - NON-ACCOUNTABLE store. CACHE ITEM QTY (RFI - ADJUSTED) is derived by subtracting CACHE ITEM QTY (PARTS) in RETURN INFO.

   B. Calculate WORKORDER PRICE.

      1). WORKORDER PRICE equals the total of all CACHE ITEM PRICE (PARTS) for in-house repair and refurbishment or the WORKORDER SERVICE COST if repair and refurbishment is done by contract.

   C. Enter TRANSACTION - WORKORDER PARTS into TRANSACTION LOG:

   D. Enter cache item data in ORDER RECEIPT INFO.

      1). If CACHE ITEM (WORKORDERED) is accountable property,

         a. Forward ITEM RECEIPT INFORMATION - ACCOUNTABLE and CACHE ITEMS (ACCOUNTABLE) (RFI) to 2.2.3 ASSIGN ACCOUNTABLE PROPERTY NUMBER.

      2). If CACHE ITEM (WORKORDERED) is non-accountable property,

         a. Forward ITEM RECEIPT INFORMATION - NON-ACCOUNTABLE and CACHE ITEMS (NON-ACCOUNTABLE) (RFI) to 2.2.4 POST INCOMING RFI ITEMS.

4. If item was rejected due to failure to meet ITEM QUALITY STANDARDS

***This process is different than the normal disposal process (returned items or bad stock).

A. Prepare QUALITY DEFICIENCY REPORT and send to SUPPLIER (PROCUREMENT).

B. Update the procurement records,

1). Enter DEFICIENT ITEM INFORMATION into the PURCHASE DOCUMENT store.

C. If item is purchased through the Federal Supply System

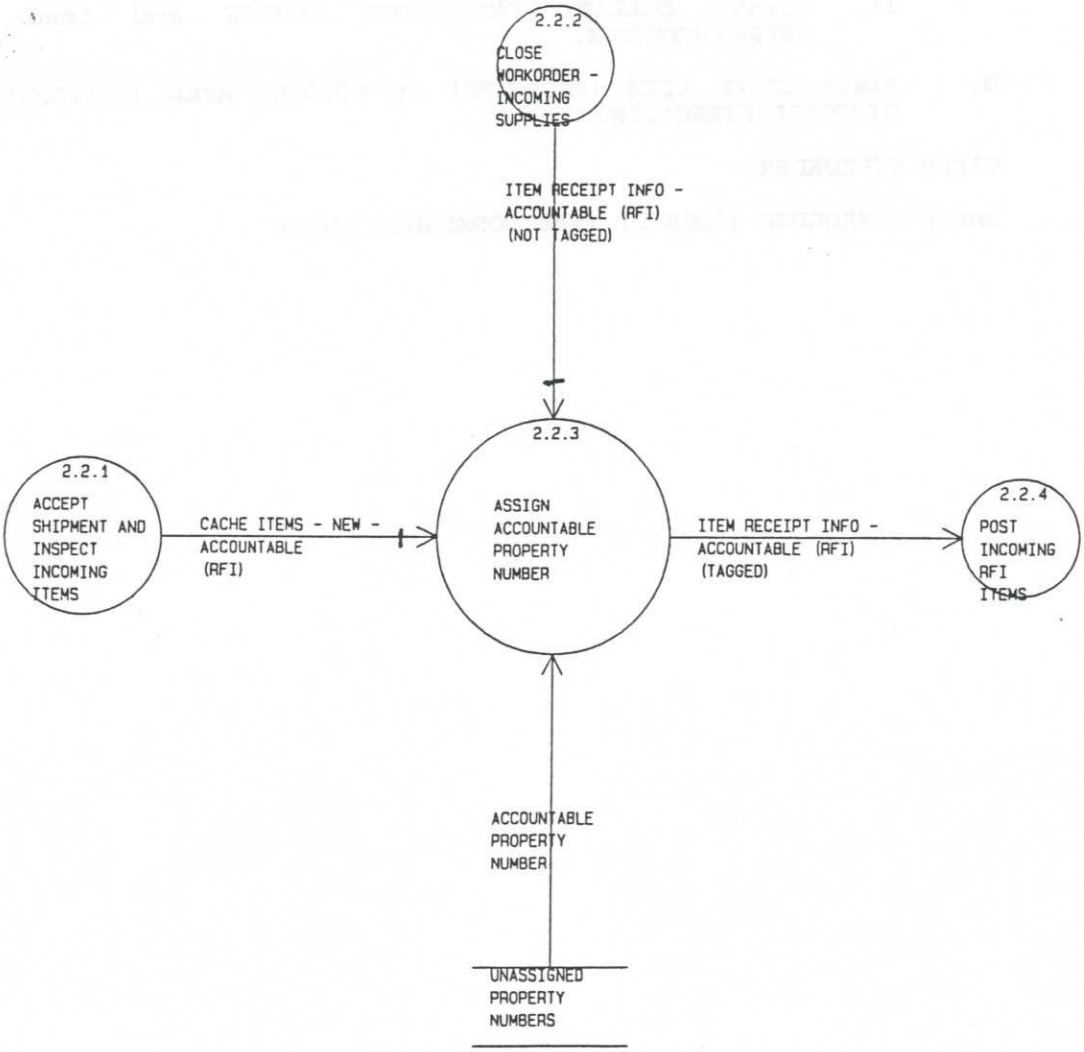
1). Create QUALITY DEFICIENCY NOTICE and Send to NFES REPRESENTATIVE.

D. Place CACHE ITEM (REJECTED) in HOLDING AREA (DISPOSAL) pending DISPOSAL DIRECTION.

5. Close WORKORDER.

6. Enter WORKORDER (CLOSED) into WORKORDER store.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 2.2.3 assignaccountable_pn
Filename : asgn_pn.trg
Chart created on : Jun-07-1993
by user : J.CROSBY
Last modified on : Sep-01-1993
by user : C.SCHAFER



Process Specification: 2.2.3 Assign Accountable Property Number

September 30, 1993

Description: This process is used to assign the property number used to track accountable and sensitive items.

The following Business Rules have been established:

- Accountable property that is leased for more than 60 days must be assigned an ACCOUNTABLE PROPERTY NUMBER.
- For accountable property that is leased for less than 60 days, the SERIAL NUMBER should be used in place of the ACCOUNTABLE PROPERTY NUMBER.

---

1. Receive ITEM RECEIPT INFORMATION - ACCOUNTABLE and CACHE ITEMS (ACCOUNTABLE) (RFI) from 2.2.1 ACCEPT SHIPMENT & INSPECT INCOMING ITEMS or 2.2.2 CLOSE WORKORDER - INCOMING ITEMS.

2. Assign ACCOUNTABLE PROPERTY NUMBER.

   A. If item is new or leased for more than 60 days,

      1). Retrieve ACCOUNTABLE PROPERTY NUMBER from the UNASSIGNED PROPERTY NUMBER store and assign to the item.

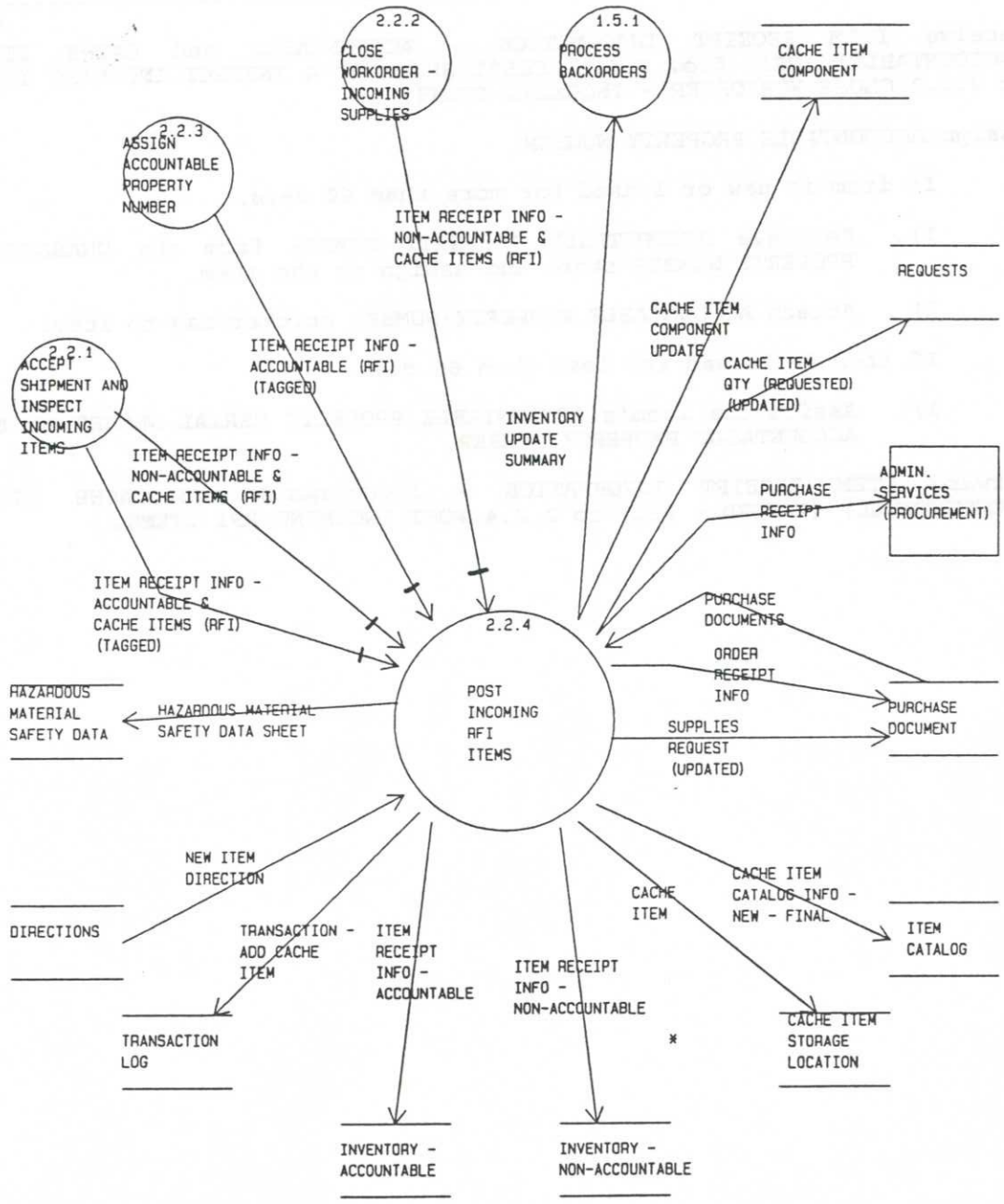
      2). Attach ACCOUNTABLE PROPERTY/NUMBER sticker/tag to item.

   B. If item is leased for less than 60 days

      1). Assign the item's ACCOUNTABLE PROPERTY SERIAL NUMBER as the ACCOUNTABLE PROPERTY NUMBER.

3. Forward ITEM RECEIPT INFORMATION - ACCOUNTABLE and CACHE ITEMS (ACCOUNTABLE) (TAGGED - RFI) to 2.2.4 POST INCOMING RFI ITEMS.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 2.2.4 post incoming rfiitems
Filename : post_itm.trg
Chart created on : Jun-07-1993
by user : J.CROSBY
Last modified on : Sep-01-1993
by user : C.SCHAFER



Process Specification: 2.2.4 Post Incoming RFI Items

September 30, 1993

Description: This process is used to provide Administrative Services (Procurement) with receipt information and update the inventory store.

1. Receive ITEM RECEIPT INFORMATION and CACHE ITEMS (RFI) from 2.2.1 ACCEPT SHIPMENT & INSPECT INCOMING ITEMS, 2.2.2 CLOSE WORKORDER - INCOMING ITEMS, or 2.2.3 ASSIGN ACCOUNTABLE PROPERTY NUMBER.

2. Update purchasing records

   A. Retrieve PURCHASE DOCUMENTS from PURCHASE DOCUMENT store.

   B. Update PURCHASE DOCUMENT with ORDER RECEIPT INFO.

      1). If item is accountable,

         a. Enter ITEM RECEIPT INFORMATION - ACCOUNTABLE into PURCHASE DOCUMENT. May also enter the ACCOUNTABLE OFFICER NUMBER and CUSTODIAN. (Use Replacement Cost if item comes from excess).

      2). If item is non-accountable,

         a. Enter ITEM RECEIPT INFORMATION - NON-ACCOUNTABLE into PURCHASE DOCUMENT store.

   C. Enter CACHE ITEM QTY (REQUESTED - UPDATED) in PURCHASE DOCUMENT store. CACHE ITEM QTY (REQUESTED - UPDATED) is derived by subtracting CACHE ITEM QTY RECEIVED from the original CACHE ITEM QTY (REQUESTED).

   D. Enter CACHE ITEM COST INFO into the CACHE ITEM COST store.

3. Send PURCHASE RECEIPT INFORMATION to ADMINISTRATIVE SERVICES (PROCUREMENT).

4. Update Inventory, Item Catalog, Cache Item Component, & Hazardous Material Safety Data Sheet stores.

   A. Update INVENTORY store.

      1). If item is accountable property

         a. Enter ITEM RECEIPT INFORMATION - ACCOUNTABLE in INVENTORY - ACCOUNTABLE.

      2). If item is non-accountable

         a. Enter ITEM RECEIPT INFORMATION - NON-ACCOUNTABLE in INVENTORY - NON-ACCOUNTABLE by adding CACHE ITEM QTY (RECEIVED) to CACHE ITEM QTY (RFI).

      3). Forward INVENTORY UPDATE SUMMARY to 1.5.1 PROCESS BACKORDERS.

   B. If hazardous material

      1). Identify HAZARDOUS MATERIAL INFORMATION from SUPPLIER PACKING LIST.

      2). File copy of HAZARDOUS MATERIAL SAFETY DATA SHEET in HAZARDOUS MATERIAL SAFETY DATA store.

      3) Enter HAZARDOUS MATERIAL INFO into HAZARDOUS MATERIAL

INFORMATION store.

C. If item is a new item

1). Retrieve NEW ITEM DIRECTION from DIRECTION store.

2). If item will be a component of a CACHE ITEM (e.g. in a kit or a shovel with sheath)

a. Enter CACHE ITEM COMPONENT UPDATE into CACHE ITEM COMPONENT store.

b. Place CACHE ITEM COMPONENT QTY of CACHE ITEM in existing kits or component items.

1 - Update CACHE ITEM PACKING LIST to reflect addition of CACHE ITEM (COMPONENT) (NEW).

3). Enter CACHE ITEM CATALOG INFORMATION - FINAL into ITEM CATALOG store.

a. If item will be available for ordering as an individual item

1 - Calculate weight and cube for item.

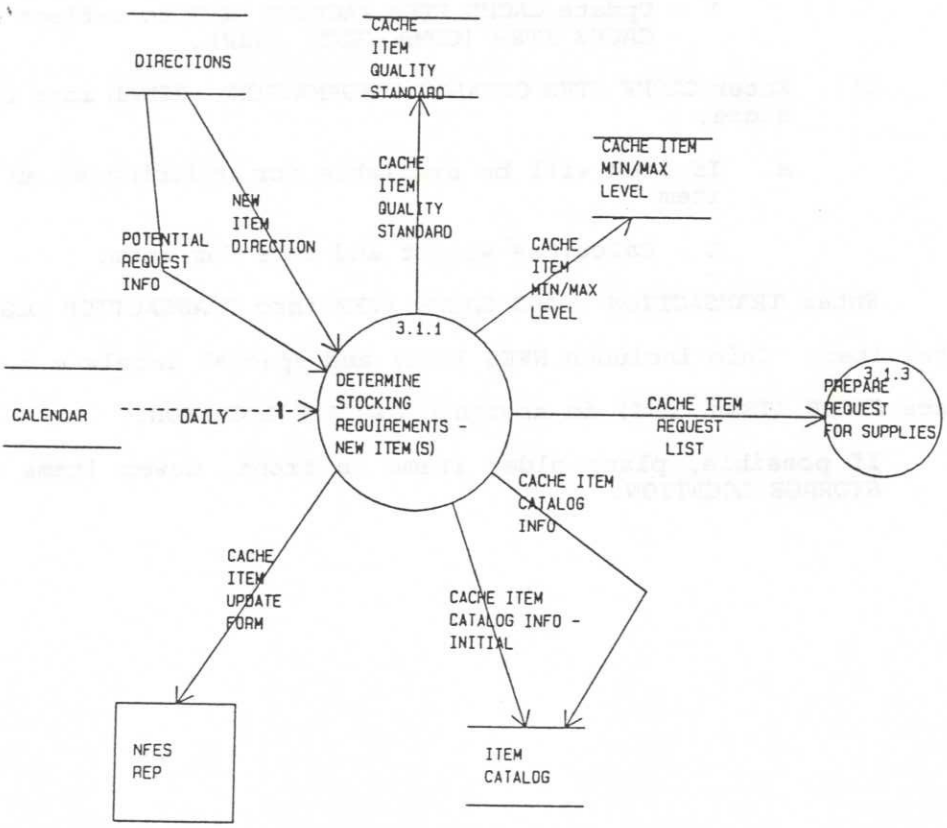
D. Enter TRANSACTION - ADD CACHE ITEM into TRANSACTION LOG store.

5. Label item. This includes NFES label and special labels e.g. Radios.

6. Place CACHE ITEMs (RFI) in assigned STORAGE LOCATION.

A. If possible, place older items in front, newer items in back of STORAGE LOCATION.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.1.1 determine new stocking req
Filename : deter_ne.trg
Chart created on : Jun-07-1993
by user : J.CROSBY
Last modified on : Aug-16-1993
by user : C.SCHAFER



Process Specification: 3.1.1 Determine Stocking Requirements - New Items

September 30, 1993

Description: This is the first half of the procedures for the daily check of inventory stock and new item direction to determine the type and quantity of supplies to be ordered to stock the cache. This process is used to add new items to the cache system.

The following Business Rules have been established:

- Information regarding new items in the NFES System will be distributed by the NFES Representative.
- When a new local item is added to the cache inventory, a CACHE ITEM UPDATE for is sent to the NFES Representative for information purposes only.
- The cache can recommend that a CACHE ITEM be added to the NFES System by submitting the CACHE ITEM UPDATE FORM (which includes a request for an NFES assigned CACHE ITEM NUMBER), ITEM SPECIFICATIONS, and ITEM REFURBISHMENT STANDARD.

---

1. Receive DATE (DAILY) from CALENDAR.

2. Retrieve NEW ITEM DIRECTION from DIRECTIONS store.

3. For each new item, Determine the source of the NEW ITEM DIRECTION:

   A. If NEW ITEM DIRECTION came from management (includes Cache Manager):

      1). Determine if item will be distributed locally or through the National Cache System.

         a. If item will be distributed locally

            1 - Assign CACHE ITEM NUMBER.

         b. If item will be distributed through National Cache System

            1 - Local CACHE ITEM NUMBER will not be assigned, pending assignment of CACHE ITEM NUMBER by NFES (see 2.C. below).

         c. Assign CACHE ITEM DESCRIPTION.

      2). Enter CACHE ITEM CATALOG INFORMATION - INITIAL into ITEM CATALOG store.

      3). Send CACHE ITEM UPDATE FORM to NFES REPRESENTATIVE. (For locally stocked items, the form is purely informational and includes CACHE ITEM NUMBER but not ITEM QUALITY STANDARDS.) (For nationally stocked items, the form includes the ITEM QUALITY STANDARDS (includes ITEM SPECIFICATION and ITEM REFURBISHMENT STANDARD) and a request for an NFES assigned CACHE ITEM NUMBER.)

   B. If NEW ITEM DIRECTION came from the NFES Representative,

      1). Determine whether the item will be added to INVENTORY.

      2). If item will be added to INVENTORY

         a. Enter CACHE ITEM CATALOG INFORMATION into ITEM CATALOG store. (Item and supplier information is available from the procurement library.)

4. For each new item

   A. Determine CACHE ITEM MIN/MAX LEVEL.

      1). Enter CACHE ITEM MIN/MAX LEVEL into CACHE ITEM MIN/MAX LEVEL store. This includes the number required to maintain the minimum of kits or cache items built from other items (e.g. shovel with sheath).

   B. Update CACHE QUALITY STANDARD store.

      1). If locally distributed CACHE ITEM

         a. Retrieve or establish ITEM QUALITY STANDARDS.

      2). Enter ITEM QUALITY STANDARDS into CACHE ITEM QUALITY STANDARD store.

   C. Determine CACHE ITEM QTY (REQUESTED). Consider cache needs and potential requests.

      1). Retrieve POTENTIAL REQUEST INFORMATION from DIRECTION store. Includes CACHE ITEM QTY (POTENTIAL REQUEST).

   D. If CACHE ITEM is a consolidated item

      1). Enter CACHE ITEM COMPONENT INFO into CACHE ITEM COMPONENTS store.

      2). Enter BUILD INSTRUCTIONS into CACHE ITEM COMPONENTS store.

   E. If CACHE ITEM is a bulk item from which items will be derived

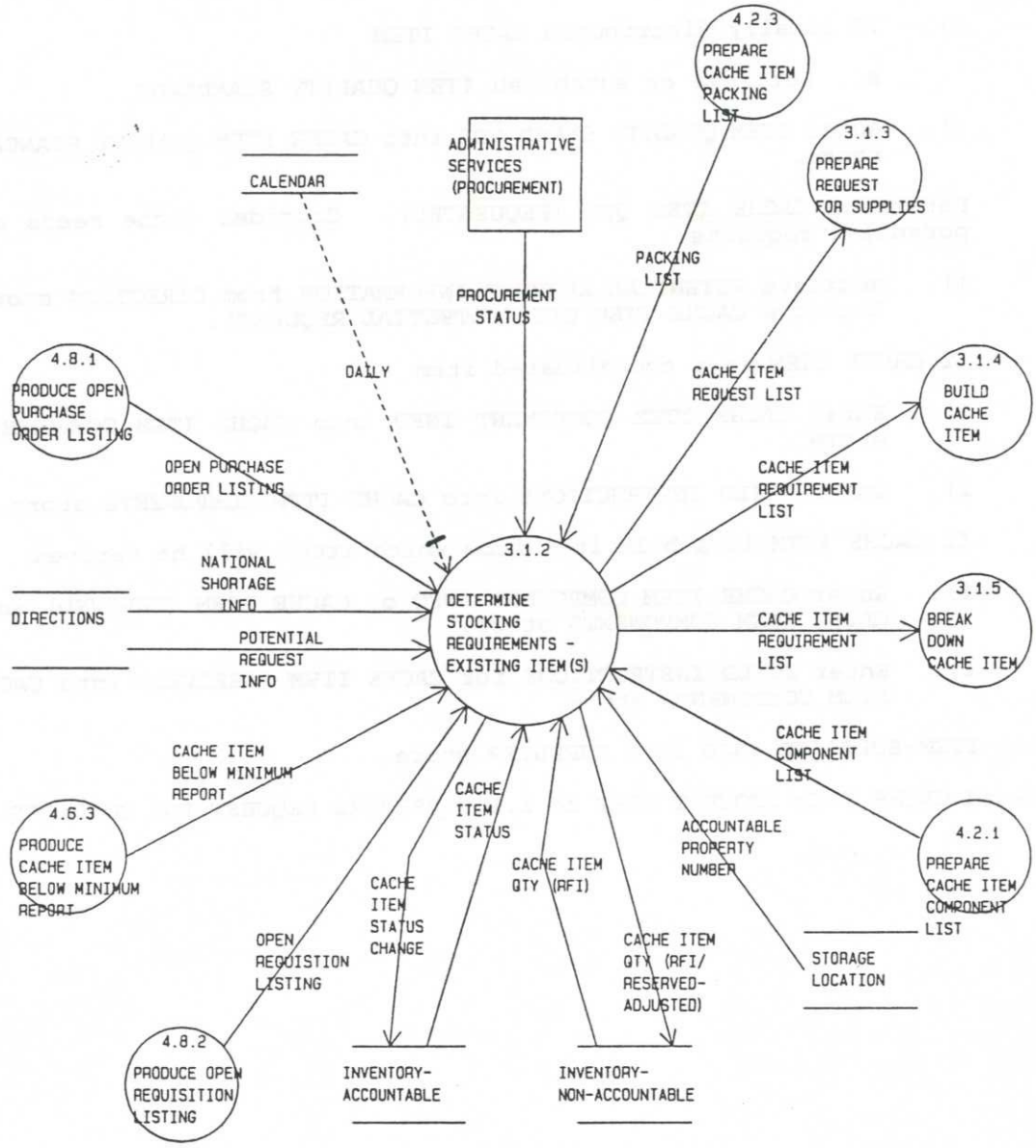
      1). Enter CACHE ITEM COMPONENT INFO of CACHE ITEM (DERIVED) into CACHE ITEM COMPONENTS store.

      2). Enter BUILD INSTRUCTIONS for CACHE ITEM (DERIVED) into CACHE ITEM COMPONENTS store.

5. Enter ITEM-SUPPLIER INFO into SUPPLIER store.

6. Forward CACHE ITEM REQUEST LIST to 3.1.3 PREPARE REQUEST FOR SUPPLIES.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.1.2 determine existing stk req
Filename : det_exis.trg
Chart created on : Jun-07-1993
by user : J.CROSBY
Last modified on : Aug-19-1993
by user : C.SCHAFER



Process Specification: 3.1.2 Determine Stocking Requirements - Existing Items

September 30, 1993

Description: This is the second half of the procedures for the daily check of inventory stock and new item direction to determine the type and quantity of supplies to be ordered to stock the cache. This process is used to re-stock existing items in the cache system.

The following Business Rules have been established:

- CACHE ITEM (CONSOLIDATED) refers to cache items that are made by combining one or more CACHE ITEMs into a single unit, such as kits, shovel with sheath, etc.

  CACHE ITEM (COMPONENT) refers to the various components within the CACHE ITEM (CONSOLIDATED).

  Example of creating CACHE ITEM (CONSOLIDATED) from CACHE ITEMs (COMPONENT):

  Item 1040 - Crash Rescue Kit consists of the following CACHE ITEMs (COMPONENTS): 1092 - Axe, crash, serrated edge; 1091 - Axe, crash, smooth edge, etc.

- CACHE ITEM (DERIVED) refers to items that are obtained by breaking down or dividing another CACHE ITEM.

  CACHE ITEM (BULK) refers to the single item in the second method that is divided into CACHE ITEMs (DERIVED).

  Examples of creating CACHE ITEM (DERIVED) from CACHE ITEM (BULK):

  Item 6044 - Hose Roller Kit is broken down into its individual CACHE ITEM (COMPONENTs). The derived items are: 0633 - Roller, Hose, 7275 - Stretch Wrap.

  Item 1047 - Rope, Nylon, 1/4" x 600' is divided into multiple units of another cache item. The derived items are: 6 each, item 1041 - Rope, Nylon, 1/4" x 100'.

SHORT KITS

If the inventory level for a CACHE ITEM (CONSOLIDATED) falls below the CACHE ITEM QTY (MIMIMUM), and sufficient quantities of CACHE ITEM (COMPONENTs) are not currently in stock the cache will not build "Short" kits during this process. In emergency situations, a determination to build "short" kits to fill a pending order may be made, but "Short" kits should never be placed on the shelf.

---

1. Retrieve DATE (DAILY) from CALENDAR.

2. Gather information to determine which items need to be ordered:

   A. Retrieve the CACHE ITEM BELOW MINIMUM REPORT. (Refer to 4.6.3 PRODUCE CACHE ITEM BELOW MINIMUM REPORT.)

   B. Retrieve POTENTIAL REQUEST INFORMATION from DIRECTION store.

   C. Evaluate information gathered in A. & B. above to determine which CACHE ITEMS need to be ordered at this time, based on current situation and anticipated needs.

D. Evaluate CACHE ITEM QTY (ORDERED) information from 1.A. above to determine whether status of outstanding Requisitions and Purchase Orders needs to be checked.

1). If outstanding Requisitions and Purchase Orders status' will be checked

a. Retrieve OPEN REQUISITION LISTING (Refer to 4.8.2 PRODUCE OPEN REQUISITION LISTING).

b. Retrieve OPEN PURCHASE ORDER LISTING (Refer to 4.8.1 PRODUCE OPEN PURCHASE ORDER LISTING).

c. Retrieve PROCUREMENT STATUS from ADMINISTRATIVE SERVICES (PROCUREMENT) regarding any Requisitions that have not been processed within a reasonable amount of time and any Purchase Orders with dates promised that have not been met.

3. For each CACHE ITEM to be ordered:

A. Calculate CACHE ITEM QTY (REQUESTED).

1). Determine CACHE ITEM QTY (DESIRED) and CACHE ITEM QTY (POTENTIAL REQUEST) based on current situation and POTENTIAL REQUEST INFO. Consider CACHE ITEM MINIMUM/MAXIMUM LEVEL in making this determination.

2). CACHE ITEM QTY (REQUESTED) equals CACHE ITEM QTY (DESIRED) minus (CACHE ITEM QTY (RFI) plus ~~CACHE ITEM QTY (WORKORDERED)~~ plus CACHE ITEM QTY (ON ORDER) plus (CACHE ITEM QTY (BACKORDER) plus CACHE ITEM QTY (RESERVED) plus CACHE ITEM QTY (POTENTIAL REQUEST)

3). Retrieve NATIONAL SHORTAGE INFORMATION from DIRECTION store.

a. Adjust CACHE ITEM QTY (REQUESTED) based on NATIONAL SHORTAGE DIRECTION.

B. If item is a CACHE ITEM (CONSOLIDATED) that will be built locally:

1). Determine whether sufficient quantities of CACHE ITEM (COMPONENT) exist within the inventory to build the CACHE ITEM QTY (REQUESTED).

a. Retrieve CACHE ITEM COMPONENT LIST from 4.2.1 PREPARE CACHE ITEM COMPONENT LIST process.

b. Retrieve the CACHE ITEM COMPONENT AVAILABILITY SUMMARY from the 4.38.1 PREPARE CACHE ITEM COMPONENT AVAILABILITY SUMMARY process.

c. Determine CACHE ITEM QTY (BUILD):

1 - If the CACHE ITEM QTY (BUILDABLE) is equal or greater than the CACHE ITEM QTY (REQUIRED) for each of the CACHE ITEM (COMPONENTs),

A - CACHE ITEM QTY (BUILD) = CACHE ITEM QTY (REQUESTED)

B - Retrieve PACKING LIST from 4.2.1 PREPARE CACHE ITEM PACKING LIST.

2 - If the CACHE ITEM QTY (BUILDABLE) is less than the CACHE ITEM QTY (REQUIRED),

A - CACHE ITEM QTY (BUILD) = CACHE ITEM QTY (BUILDABLE)

d. Generate CACHE ITEM REQUIREMENT LIST (build request):

1 - Enter the CACHE ITEM QTY (BUILD) of complete (all components available) CACHE ITEMS to be built.

2). Update the INVENTORY to Obligate the CACHE ITEM (COMPONENT):

a. For each non-accountable component item

1 - Update INVENTORY - NON-ACCOUNTABLE store with CACHE ITEM QTY (RFI/RESERVED - ADJUSTED).

Element is defined in D.D.

a - CACHE ITEM QTY (RFI - ADJUSTED) is derived by subtracting CACHE ITEM QTY (REQUIRED) from existing CACHE ITEM QTY (RFI).

b - CACHE ITEM QTY (RESERVED - ADJUSTED) is derived by adding the CACHE ITEM QTY (REQUIRED) to the existing CACHE ITEM QTY (RESERVED) .

b. For each accountable property component item

1 - Retriev CACHE ITEM ACCOUNTABLE PROPERTY NUMBER of item(s) that to be incorporated into kits or consolidated items from STORAGE LOCATION. Floor personnel Mark item(s) as obligated for consolidation.

Jeri will do change request

2 - Enter CACHE ITEM STATUS CHANGE in INVENTORY - ACCOUNTABLE store by changing status from "RFI" to "RESERVED" for items to be incorporated in kits or consolidated items.

3). Forward CACHE ITEM REQUIREMENT LIST to 3.1.4 BUILD CACHE ITEMS.

C. If item is a CACHE ITEM (DERIVED) and a CACHE ITEM (BULK) will be retrieved to break down into the desired qty of derived items:

1). Determine CACHE ITEM QTY (BREAKDOWN) based on availability of component items and CACHE ITEM QTY (REQUESTED):

a. Retrieve CACHE ITEM QTY (RFI) from INVENTORY - NON-ACCOUNTABLE for CACHE ITEM (BULK).

b. Calculate the CACHE ITEM QTY (BUILD) of items that can be built from the available bulk items (without depleting the supply of bulk items).

2). Update the INVENTORY to reserve the bulk items:

a. For each CACHE ITEM (BULK) Broken down into CACHE ITEM(s) (DERIVED)

1 - Update INVENTORY - NON-ACCOUNTABLE store with CACHE ITEM QTY (RFI/RESERVED - ADJUSTED)

a - CACHE ITEM QTY (RFI - ADJUSTED) is derived by subtracting total number of CACHE ITEMs (BULK) to be broken down into CACHE ITEM(s) (DERIVED). This is equal to the CACHE ITEM QTY (BREAKDOWN).

b - CACHE ITEM QTY (RESERVED - ADJUSTED) is derived by adding the total number of CACHE ITEM(s) (BULK) to be broken down into CACHE ITEM(s) (DERIVED). This is equal to the CACHE ITEM QTY (BREAKDOWN).

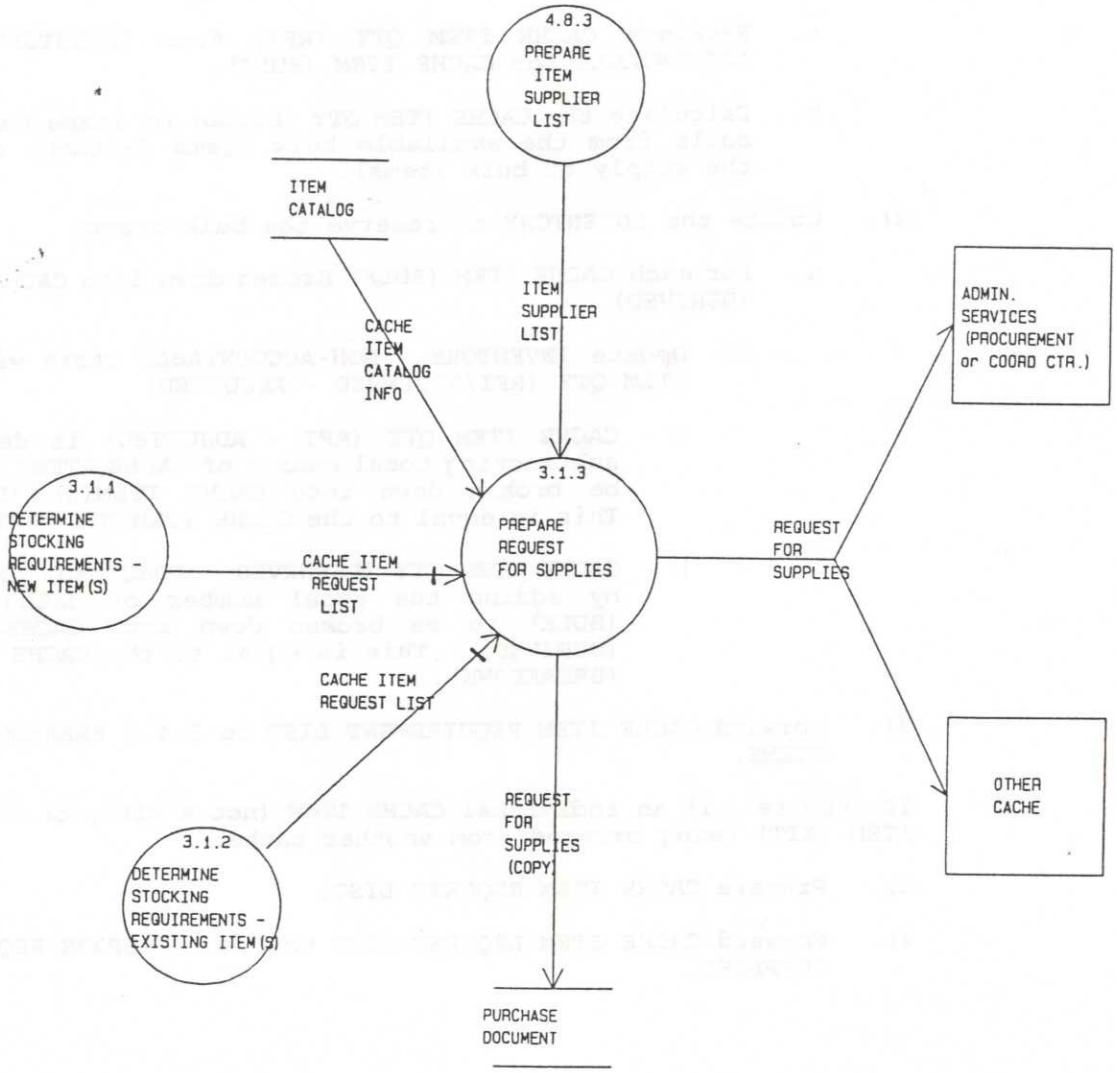
3). Forward CACHE ITEM REQUIREMENT LIST to 3.1.5 BREAKDOWN CACHE ITEMS.

D. If item is: 1) an individual CACHE ITEM (not a kit), or 2) a CACHE ITEM (KIT) being ordered from another cache:

1). Prepare CACHE ITEM REQUEST LIST:

2). Forward CACHE ITEM REQUEST LIST to 3.1.3 PREPARE REQUEST FOR SUPPLIES.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.1.3 prepare supply request
Filename : supp_req.trg
Chart created on : Jun-07-1993
by user : J.CROSBY
Last modified on : Sep-28-1993
by user : C. SCHAFER



Process Specification: 3.1.3 Prepare Request for Supplies

September 30, 1993

Description: This is the process to create the Request for Supplies that will be sent to Procurement or to another Cache.

The following Business Rules have been established:

- The cache will generate a separate Request for Supplies based on the prospective SUPPLIER. A Request for Supplies will not mix items that will be obtained from different SUPPLIERs.
- Even though the cache may specify a SUPPLIER, the procurement office may change the source of supply due to lowest cost, delivery time, etc.
- If a cache wishes to re-stock from another NFES cache during fire season (April through October), the REQUEST FOR SUPPLIES must be routed through the cache's geographic area coordination center.

---

1. Receive CACHE ITEM REQUEST LIST from 3.1.1 DETERMINE STOCKING REQUIREMENTS - NEW ITEMS or 3.1.2 DETERMINE STOCKING REQUIREMENTS - EXISTING ITEMS.
2. For each item:
   - A. Retrieve ITEM SUPPLIER LIST. (Refer to 4.8.3 PRODUCE ITEM SUPPLIER LIST.)
   - B. Retrieve CACHE ITEM CATALOG INFORMATION from the ITEM CATALOG store.
   - C. Select recommended SUPPLIER NAME (including other caches) based on DATE (REQUIRED DELIVERY). Consider other caches first (Refer to CACHE ITEM STOCKING LOCATION) as source of supply to avoid inflating the qty of items in the NFES Cache System.
   - D. Determine CACHE ITEM PRICE (ESTIMATED):
     - 1). If item is non-accountable
       - a. CACHE ITEM ISSUE UNIT PRICE (STANDARD PRICE) from ITEM CATALOG will be used as an CACHE ITEM PRICE (ESTIMATED).
     - 2). If item is accountable
       - a. CACHE ITEM ISSUE UNIT PRICE (REPLACEMENT PRICE) from ITEM CATALOG will be used as an CACHE ITEM PRICE (ESTIMATED).
3. Sort item(s) by SUPPLIER NAME.
4. For each SUPPLIER, Generate REQUEST FOR SUPPLIES:
   - A. Enter the required fields on the REQUEST FOR SUPPLIES header information.
     - 1). Assign a unique ~~ORDER~~ CACHE REQUEST NUMBER,
     - 2). Enter ACCOUNTING CODE (ISSUING OFFICE), DATE (ORDER ORIGINATION), DATE (REQUIRED DELIVERY), TIME (REQUIRED DELIVERY), CACHE REQUEST TRANSPORTATION MODE, ADDRESS (DELIVERY), SUPPLIER NAME, ADDRESS (SUPPLIER), PHONE NUMBER (SUPPLIER).

B. Create CACHE REQUEST LINE ITEM INFORMATION for each item:

1). Assign a sequential ORDER REQUEST NUMBER.

2). Enter CACHE ITEM NUMBER, CACHE ITEM PRINCIPLE NAME, CACHE ITEM DESCRIPTION, CACHE ITEM STOCK NUMBER.

3). Enter CACHE ITEM QTY (REQUESTED), May need to convert this qty to equal or greater SUPPLIER STANDARD PACK QTY. (*** Is this a procurement function?)

4). Enter CACHE ITEM PRICE (ESTIMATED).

5. Forward REQUEST FOR SUPPLIES.

A. If request DATE (ORDER ORIGINATION) is during a period of PRIORITY DIRECTION and SUPPLIER is a Cache:

1). Forward REQUEST FOR SUPPLIES to ADMINISTRATIVE SERVICES (GEOGRAPHIC AREA COORDINATION).

B. If REQUEST DATE is not during a period of PRIORITY DIRECTION

1). If SUPPLIER is a CACHE:

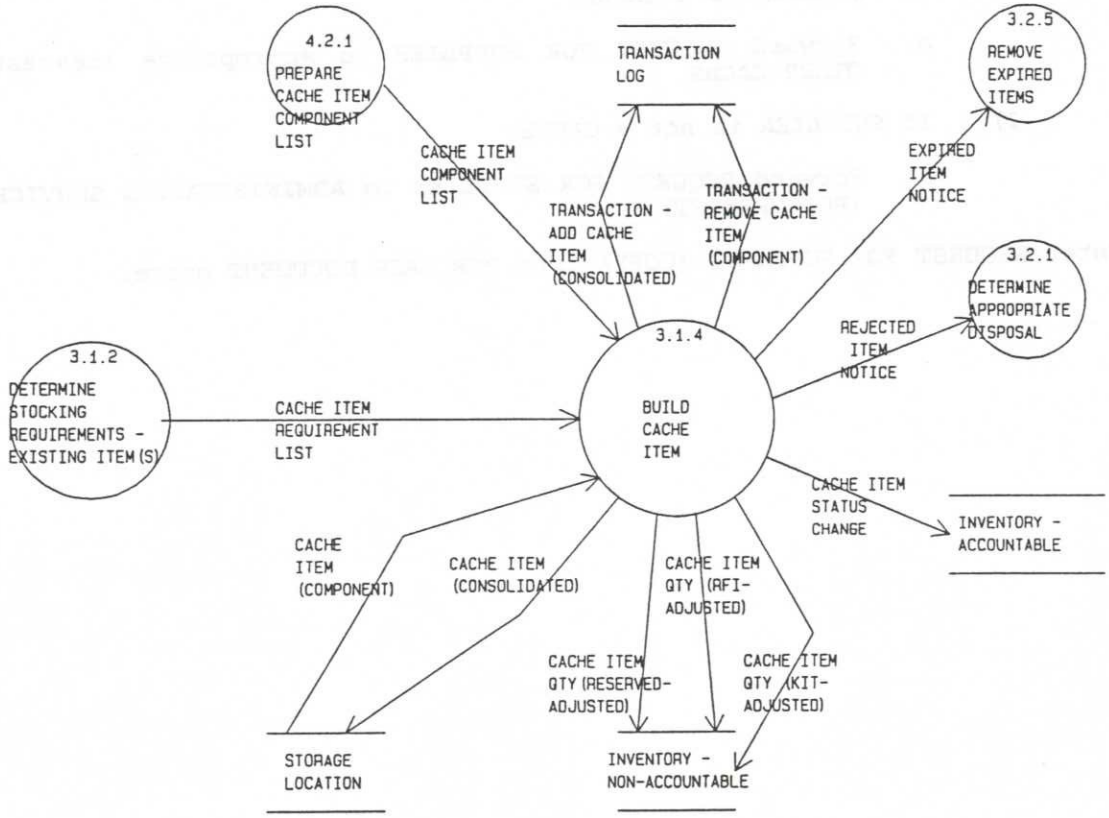
a. Forward REQUEST FOR SUPPLIES to appropriate (nearest) OTHER CACHE.

2). If SUPPLIER is not a CACHE:

a. Forward REQUEST FOR SUPPLIES to ADMINISTRATIVE SERVICES (PROCUREMENT).

6. Enter REQUEST FOR SUPPLIES (COPY) into PURCHASE DOCUMENT store.

Project : W:\GA\ECPLUS32\NACS_SA\
Chart : 3.1.4 build cache item
Filename : build_it.trg
Chart created on : Jun-07-1993
by user : J.CROSBY
Last modified on : Aug-19-1993
by user : C.SCHAFER



Process Specification: 3.1.4 Build Cache Items

September 30, 1993

Description: This process is used to retrieve and assemble component cache items into consolidated cache items. e.g. kits, shovel with sheath.

The following Business Rules have been established:

- A CACHE ITEM can consist of other CACHE ITEMS. For example, CACHE ITEM NUMBER 1040 - Crash Rescue Kit consists of the following CACHE ITEMs: 1092 - Axe, crash, serrated edge, 1091 - Axe, crash, smooth edge, etc.

  In this model, CACHE ITEM (CONSOLIDATED) refers to these types of cache items, such as kits, shovel with sheath, etc. CACHE ITEM (COMPONENT) refers to the various components within the CACHE ITEM (CONSOLIDATED).

---

1. Receive CACHE ITEM REQUIREMENT LIST from 3.1.2 DETERMINE STOCKING REQUIREMENTS - EXISTING ITEMS.

2. Retrieve CACHE ITEM COMPONENT LIST from 4.2.1 PREPARE CACHE ITEM COMPONENT LIST process.

3. Retrieve appropriate quantity of CACHE ITEM (COMPONENT)s from STORAGE LOCATION using primary or alternate location.

   A. If item has a shelf life, verify that item is still within the expiration period.

      1) If expiration date has passed,

         a) Reject item and send EXPIRED ITEM NOTICE to 3.2.5 REMOVE EXPIRED ITEMS.

   B. If item does not meet quality standard,

      1) Reject item and

      2) Send REJECTED ITEM NOTICE to 3.2.1 DETERMINE APPROPRIATE DISPOSAL.

4. Assemble CACHE ITEM (CONSOLIDATED) (e.g. shovel with sheath, kit).

   A. If CACHE ITEM (CONSOLIDATED) is a kit

      1). Retrieve CACHE ITEM PACKING LIST from the ~~4.1.2~~ 4,2,3 PREPARE CACHE ITEM PACKING LIST process.

      2). Place CACHE ITEM PACKING LIST in CACHE ITEM (CONSOLIDATED).

5. Label CACHE ITEM (CONSOLIDATED). This includes NFES label and special labels.

   A. If CACHE ITEM (CONSOLIDATED) was built short

      1). Label CACHE ITEM (CONSOLIDATED) as short.

6. Store CACHE ITEM (CONSOLIDATED) in assigned STORAGE LOCATION.

7. Update INVENTORY store.

A. For each CACHE ITEM (CONSOLIDATED)

1). Update INVENTORY - NON-ACCOUNTABLE store with CACHE ITEM QTY (RFI - ADJUSTED) by adding CACHE ITEM QTY (BUILT) to the CACHE ITEM QTY (RFI).

2). Enter TRANSACTION - ADD CACHE ITEM (CONSOLIDATED) into TRANSACTION LOG store.

B. For each CACHE ITEM (COMPONENT), Update quantities in INVENTORY:

1). For each non-accountable CACHE ITEM (COMPONENT)

a. Update CACHE ITEM QTY (RESERVED - ADJUSTED) of CACHE ITEM (COMPONENT) in INVENTORY - NON-ACCOUNTABLE store by subtracting total number incorporated into kits or consolidated items. This is equal to the CACHE ITEM COMPONENT QTY multiplied by CACHE ITEM QTY (BUILT).

b. Enter TRANSACTION - REMOVE CACHE ITEM (COMPONENT) into the TRANSACTION LOG.

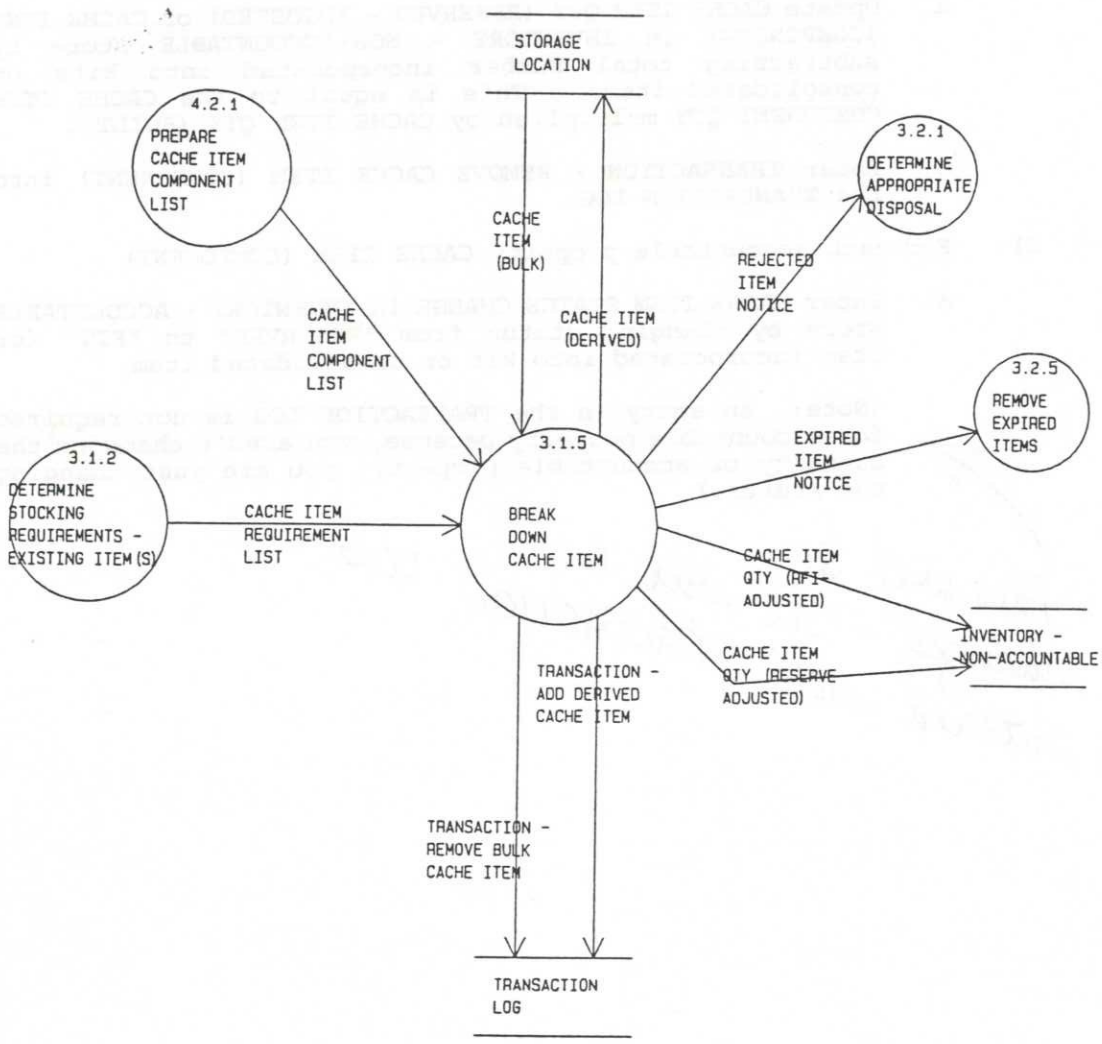
2). For each accountable property CACHE ITEM (COMPONENT)

a. Enter CACHE ITEM STATUS CHANGE in INVENTORY - ACCOUNTABLE store by changing status from "RESERVED" to "KIT" for item incorporated into kit or consolidated item.

(Note: an entry in the TRANSACTION LOG is not required for accountable property because, you aren't changing the quantity of accountable property, you are just changing the status.)

This will be changed - it will be entered into TRANSACTION LOG

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.1.5 break down cache item
Filename : brk_itm.trg
Chart created on : Jun-07-1993
by user : J.CROSBY
Last modified on : Sep-02-1993
by user : J.CROSBY



Process Specification: 3.1.5 Breakdown Cache Items

September 30, 1993

Description: This process is used to retrieve bulk cache items and divide them into smaller units or multiple items. (e.g. spool of shroud line into 50 ft. lengths or kit breakdown)

The following Business Rules have been established:

- A CACHE ITEM can be derived by breaking down another CACHE ITEM.

  One method involves breaking down a CACHE ITEM (CONSOLIDATED) (e.g. 6044 - Hose Roller Kit) into its individual CACHE ITEM (COMPONENTs) (e.g. 0633 - Roller, Hose, 7275 - Stretch Wrap.)

  The other method involves taking a single CACHE ITEM (such as 1047 - Rope, Nylon, 1/4" x 600') and dividing it to create multiple units of another cache item (1041 - Rope, Nylon, 1/4" x 100').

  In this model, CACHE ITEM (DERIVED) refers to these items that were obtained by breaking down or dividing another CACHE ITEM. CACHE ITEM (BULK) refers to the single item in the second method that is divided into CACHE ITEMs (DERIVED).

---

1. Receive CACHE ITEM REQUIREMENT LIST from 3.1.2 DETERMINE STOCKING REQUIREMENTS - EXISTING ITEMS.

2. Retrieve appropriate quantity of CACHE ITEM (BULK) from STORAGE LOCATION using primary or alternate location.

   A. If item has a shelf life, verify that item is still within the expiration period.

      1) If expiration date has passed, reject item and send EXPIRED ITEM NOTICE to 3.2.5 REMOVE EXPIRED ITEMS.

   B. If item does not meet quality standard,

      1) Reject item and

      2) Send REJECTED ITEM NOTICE to 3.2.1 DETERMINE APPROPRIATE DISPOSAL.

3. Breakdown CACHE ITEM (BULK) into CACHE ITEM(s) (DERIVED) (e.g. spool of shroud line into 50 ft. lengths or kit breakdown).

4. Label CACHE ITEM(s) (DERIVED). This includes NFES label and special labels.

5. Store CACHE ITEM(s) (DERIVED) in assigned STORAGE LOCATION.

6. Update INVENTORY - NON-ACCOUNTABLE store with CACHE ITEM QTY (RFI/RESERVED - ADJUSTED).

   A. For each CACHE ITEM (DERIVED),

      1) Update the CACHE ITEM QTY (RFI - ADJUSTED) of CACHE ITEM (DERIVED) to increase the inventory by the quantity of items created during the breakdown process. This is equal to the CACHE ITEM QTY (DERIVED).

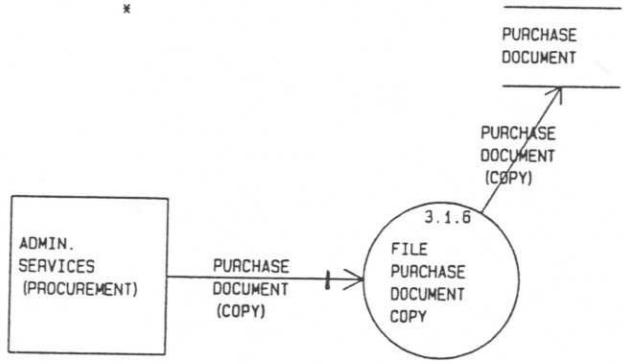
      2). Enter TRANSACTION - ADD DERIVED CACHE ITEM into the TRANSACTION LOG.

B. For each CACHE ITEM (BULK)

1). Update CACHE ITEM QTY (RESERVED - ADJUSTED) of CACHE ITEM (BULK) in INVENTORY - NON-ACCOUNTABLE store to decrease the inventory by the quantity of items used up during the breakdown process. CACHE ITEM QTY (RESERVED - ADJUSTED) is derived by subtracting total number of CACHE ITEM QTY (BULK) from the CACHE ITEM QTY (RESERVED).

2). Enter TRANSACTION - REMOVE BULK CACHE ITEM(s) into TRANSACTION LOG store.

Project : W: \GA\ECPLUS32\NACS_SA\
Chart : 3.1.6 file purchase docuemnt
Filename : file_doc.trg
Chart created on : Jun-07-1993
by user : J.CROSBY
Last modified on : Jun-07-1993
by user : J.CROSBY



Process Specification: 3.1.6 File Purchase Document Copy

September 30,1993

Description: This is the process to file purchase document copy received from the procurement office. The purchase document includes information concerning the REQUEST FOR SUPPLIES.

1. Receive PURCHASE DOCUMENT (COPY) from ADMINISTRATIVE SERVICES (PROCUREMENT).

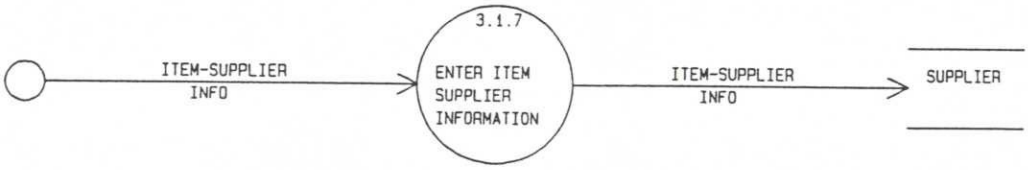
2. Enter PURCHASE DOCUMENT (COPY) into the PURCHASE DOCUMENT store.

3. Enter PURCHASE ORDER INFO into PURCHASE ORDER store.

4. If SUPPLIER NAME is not already identified as a supplier for CACHE ITEM

   A. Enter ITEM-SUPPLIER INFO into SUPPLIER store.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.1.7 enter item supplier info
Filename : supp_inf.trg
Chart created on : Sep-30-1993
by user : C. SCHAFER
Last modified on : Sep-30-1993
by user : C. SCHAFER



Mini-specification: 3.1.7 Enter Item Supplier Information

September 30, 1993

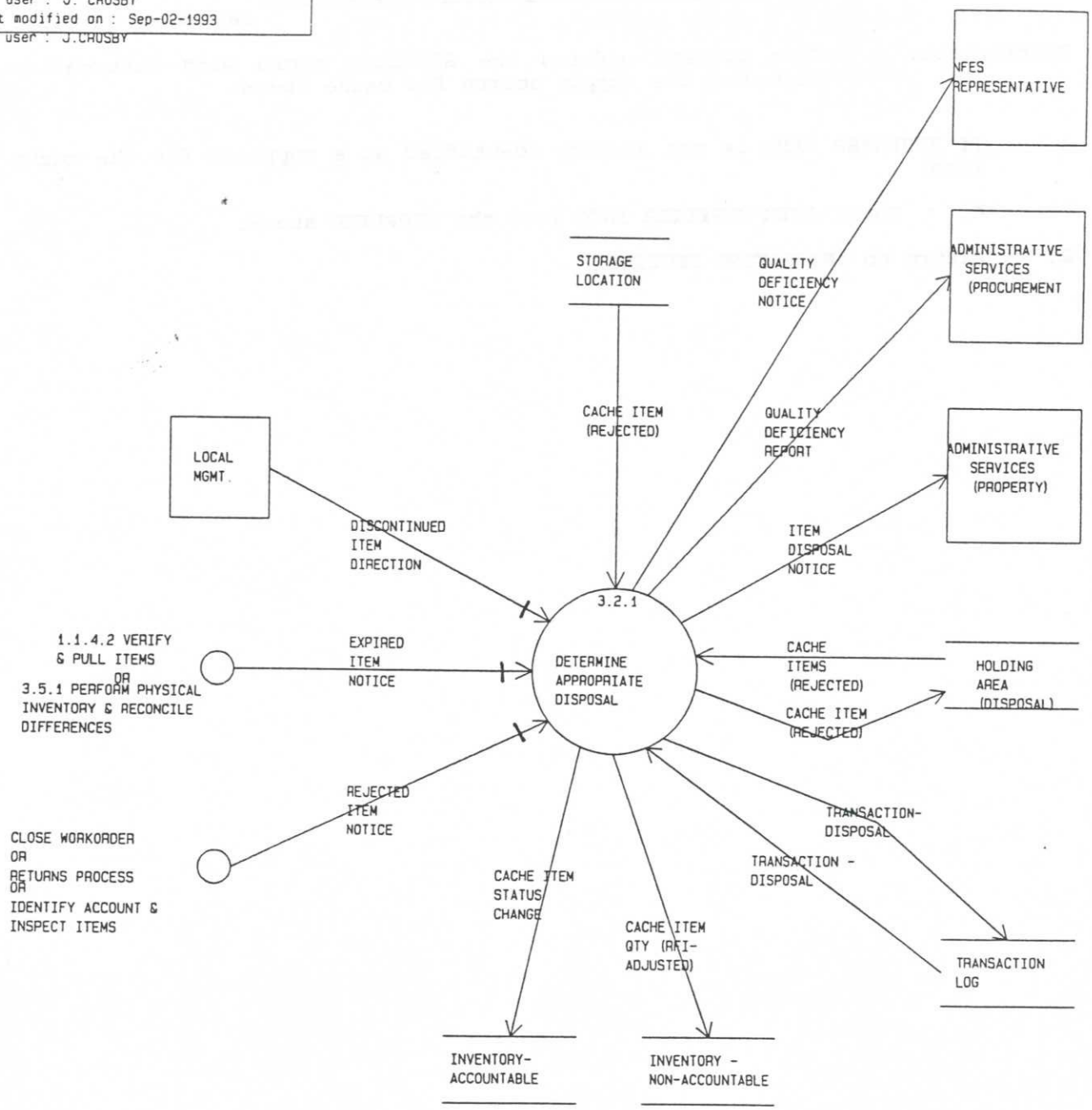
Description: This process updates the SUPPLIER store with information regarding the supply source for cache items.

1. If SUPPLIER NAME is not already identified as a supplier for the cache item,

   A. Enter ITEM-SUPPLIER INFO into the SUPPLIER store.

2. Return to INITIATING PROCESS.

Project : W:\GA\ECPLUS32\NACS_SA\
Chart : 3.2.1 DETERMINE DISPOSAL
Filename : disposal.trg
Chart created on : Apr-21-1993
by user : J. CROSBY
Last modified on : Sep-02-1993
by user : J.CROSBY



Process Specification: 3.2.1 Determine Appropriate Disposal

September 30, 1993

Description: This process is used to determine and facilitate appropriate disposal of out-of-date, discontinued, damaged, and non-stocked items.

1. Receive REJECTED ITEM NOTICE or DISCONTINUED ITEM DIRECTION.

2. Retrieve CACHE ITEM (REJECTED) being disposed

   A. If item is being disposed based on REJECTED ITEM NOTICE

      1). Retrieve CACHE ITEM (REJECTED) from HOLDING AREA (DISPOSAL).

   B. If item is being disposed based on EXPIRED ITEM NOTICE or DISCONTINUED ITEM DIRECTION

      1). Retrieve all CACHE ITEM (REJECTED) from STORAGE LOCATION and HOLDING AREA (DISPOSAL).

      2). Update INVENTORY store.

         a. If disposal was initiated in 1.1.4.2 VERIFY QTY & PULL ITEMS and no unexpired items were available

            1 - Qty of the missing item has already been adjusted in INVENTORY (As a result of TRANSACTION - ISSUE CACHE ITEMS) and will not be adjusted again.

         b. If disposal was initiated by any other process,

            1 - If CACHE ITEM (REJECTED) is accountable property

               a - Enter CACHE ITEM STATUS CHANGE in INVENTORY - ACCOUNTABLE to "SURVEYED".

            2 - If CACHE ITEM (REJECTED) is non-accountable

               a - Enter CACHE ITEM QTY (RFI - ADJUSTED) in INVENTORY - NON-ACCOUNTABLE store. CACHE ITEM QTY (RFI - ADJUSTED) is derived by subtracting CACHE ITEM QTY (REJECTED) from CACHE ITEM QTY (RFI).

3. Determine condition of CACHE ITEM (REJECTED).

   Note: If the item is accountable property, the established procedures must be used to determine the value of the disposed property.

4. Fill out appropriate ITEM DISPOSAL NOTICE.

   A. For USFS, this is either:

      SF-120 - Report of Excess Property, or
      AD-112 - Report of Unserviceable, Lost, or Damaged Property

   B. For BLM, this is either:

      1520-34 - Available Property Report, or
      DI-103A - Certificate of Unserviceable Property

5. Forward ITEM DISPOSAL NOTICE to ADMINISTRATIVE SERVICES (PROPERTY).

6. Place CACHE ITEM (REJECTED) in HOLDING AREA (DISPOSAL) pending Disposal.

7. Determine disposal rate.

   A. Retrieve all TRANSACTION - DISPOSAL for CACHE ITEM NUMBER (REJECTED) from TRANSACTION LOG store.

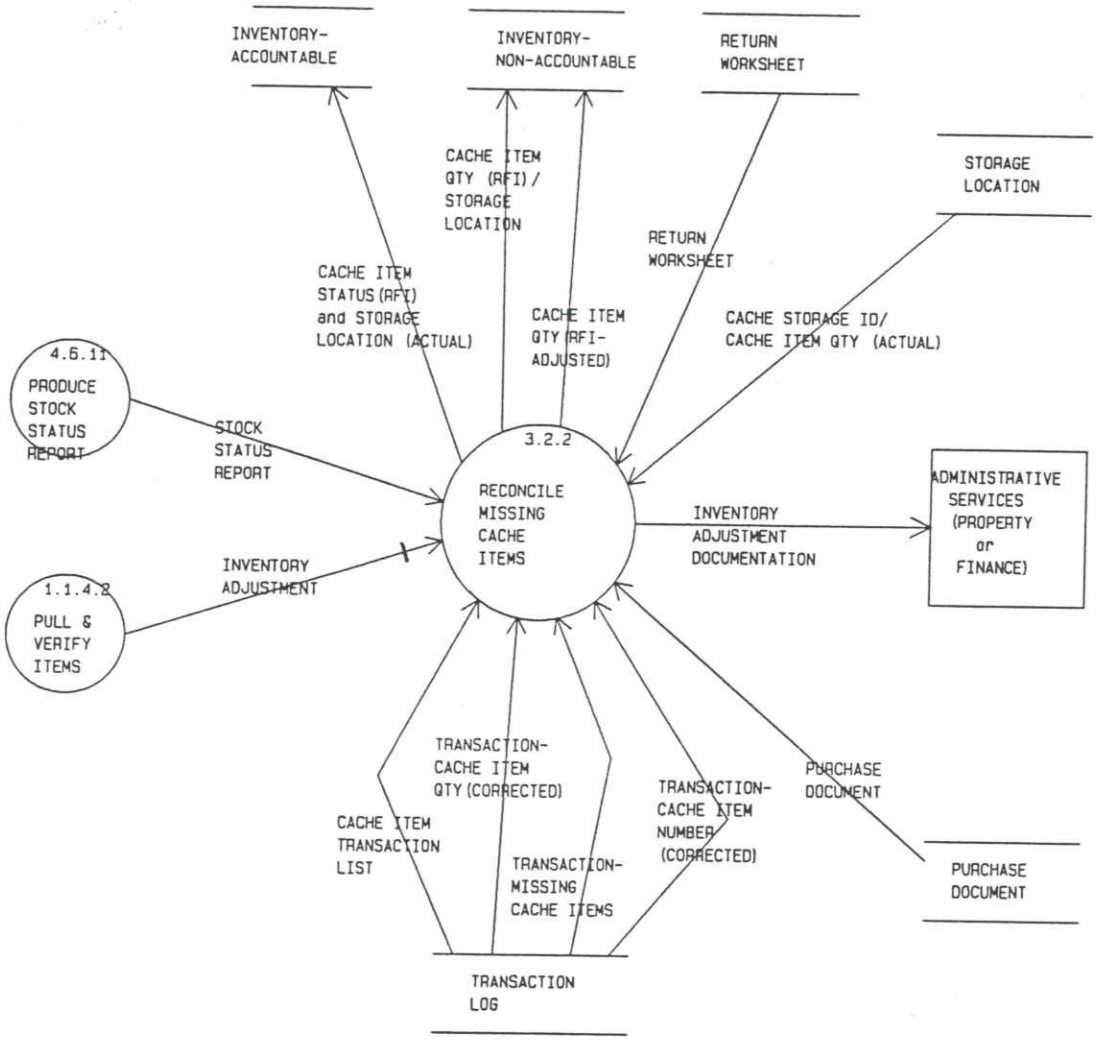
   B. If disposal rate appears excessive

      1). Prepare QUALITY DEFICIENCY REPORT and Send to SUPPLIER (PROCUREMENT).

      2). Create QUALITY DEFICIENCY NOTICE and Send to NFES REPRESENTATIVE.

8. Enter TRANSACTION - DISPOSAL into TRANSACTION LOG store to document disposal.

Project : W:\GA\ECPLUS32\NACS_SA\JUDY\
Chart : 3.2.2.0 ADJUST INVENTORY
Filename : corr_inv.trg
Chart created on : Apr-19-1993
by user : J. CROSBY
Last modified on : Aug-17-1993
by user : C.SCHAFER



Process Specification: 3.2.2 Reconcile Missing Cache Items

September 30, 1993

Description: This process is used to make the day to day adjustments to Inventory as discrepancies between the inventory system and the physical inventory are found.

1. Receive INVENTORY ADJUSTMENT from 1.1.4.2 VERIFY QTY & PULL ITEMS.

2. Retrieve STOCK STATUS REPORT for the missing CACHE ITEM NUMBER (Refer to 4.6.11 PRODUCE STOCK STATUS REPORT) and Review the RFI quantities for each STORAGE LOCATION.

   A. If CACHE ITEM is ACCOUNTABLE PROPERTY,

      1). Perform Search in the following order:

         a) Search other STORAGE LOCATIONS identified on the STOCK STATUS REPORT for like items.

         b) Search REPAIR & REFURBISHMENT, other STORAGE LOCATIONs and HOLDING AREAs.

      2). If CACHE ITEM is found,

         a) Goto 3.A.

      3). If CACHE ITEM is not found,

         a) Goto 3.B.

   B. If CACHE ITEM IS non-accountable property,

      1) For each of the identified STORAGE LOCATIONs on the STOCK STATUS REPORT,

         a). Compare the CACHE ITEM QTY (ACTUAL) in the STORAGE LOCATION with the CACHE ITEM QTY (RFI) to determine if the missing CACHE ITEMs were erroneously placed in an alternate STORAGE LOCATION.

            1 - If missing CACHE ITEMs are found in one of the other identified STORAGE LOCATIONs,

               a - Goto 3.A.

            2 - If missing CACHE ITEMs are not found in alternate STORAGE LOCATION,

               a - Search all other STORAGE LOCATIONS, REPAIR & REFURBISHMENT, AND HOLDING AREAS in the cache for erroneously placed CACHE ITEM.

                  1 · If missing CACHE ITEMs are found,

                     a · Goto 3.A.

                  b · If missing CACHE ITEMs are not found,

                     2 · Goto 3.B.

3. Take appropriate action based on item disposition

A. If missing CACHE ITEMS are located

1). Determine appropriate STORAGE LOCATION. (In cases where a CACHE ITEM has several valid STORAGE LOCATIONS, a decision may be made to keep the CACHE ITEM in the current valid location, rather than move it.)

a. Update INVENTORY store with

1 - STORAGE LOCATION (ACTUAL) if it is a new STORAGE LOCATION for this CACHE ITEM.

2 - CACHE ITEM QTY (RFI) for non-accountable items or CACHE ITEM STATUS (RFI) for accountable items of the quantity of CACHE ITEMs found.

b. If decision is made to Move CACHE ITEMs to the correct STORAGE LOCATION

1 - Gather all CACHE ITEMs to be moved.

2 - Place CACHE ITEMs in the proper STORAGE LOCATION.

B. If missing CACHE ITEMs are not located

1). Identify the activity that caused the discrepancy

a. Retrieve all historical documents:

1 - Retrieve CACHE ITEM TRANSACTION LIST from TRANSACTION LOG store. Includes all Issues, Returns, Adjustments, and Purchases.

2 - Retrieve all RETURN WORKSHEETs for CACHE ITEM NUMBER from RETURN WORKSHEET store.

3 - Retrieve all PURCHASE DOCUMENTs for CACHE ITEM NUMBER from PURCHASE DOCUMENT store.

4 - Retrieve all ISSUEs for CACHE ITEM NUMBER from ISSUE store.

5 - Verify CACHE ITEM TRANSACTION LIST against hardcopy ISSUEs and PURCHASE DOCUMENTs.

b. Compare the CACHE ITEM QTY entered on the CACHE ITEM TRANSACTION LIST against the CACHE ITEM QTY entered on the hardcopy documents (RETURN WORKSHEETS, PURCHASE DOCUMENTS).

1 - If incorrect CACHE ITEM NUMBER or CACHE ITEM QTY (RFI) was entered in TRANSACTION LOG store

A - Get authorization to make necessary adjustment.

B - Adjust CACHE ITEM QTY (RFI) in INVENTORY.

1) - If the error was the wrong CACHE ITEM QTY

a - Correct the erroneous TRANSACTION in the TRANSACTION LOG with TRANSACTION CACHE ITEM QTY (CORRECTED).

b - Correct the INVENTORY level of the CACHE ITEM erroneously entered

1 · Enter CACHE ITEM QTY (RFI - ADJUSTED) into the INVENTORY store. CACHE ITEM QTY (RFI - ADJUSTED) equals the CACHE ITEM QTY (RFI) minus the {CACHE ITEM QTY (CORRECT) minus the CACHE ITEM QTY (ERRONEOUS)}.

2) - If the error was the wrong CACHE ITEM NUMBER entered as received

a - Correct the erroneous TRANSACTION in the TRANSACTION LOG with TRANSACTION CACHE ITEM NUMBER (CORRECTED).

b - Reduce the INVENTORY level of the CACHE ITEM erroneously entered:

1 · Enter CACHE ITEM QTY (RFI - ADJUSTED) into the INVENTORY store. CACHE ITEM QTY (RFI - ADJUSTED) equals the CACHE ITEM QTY (RFI) minus the {CACHE ITEM QTY (FOR ERRONEOUS TRANSACTION) minus the CACHE ITEM QTY (DISCREPANCY)}.

c - Increase the INVENTORY level of the CACHE ITEM that should have been entered:

1 · Enter CACHE ITEM QTY (RFI - ADJUSTED) into the INVENTORY store. CACHE ITEM QTY (RFI - ADJUSTED) equals CACHE ITEM QTY (RFI) plus CACHE ITEM QTY (TRANSACTION).

2 - If missing item cannot be accounted for (cannot be found anywhere in cache)

A - Enter TRANSACTION - MISSING CACHE ITEMS.

B - Complete appropriate INVENTORY ADJUSTMENT DOCUMENTATION to account for discrepancies. e.g. Lost Property Form or Survey document for lost items.

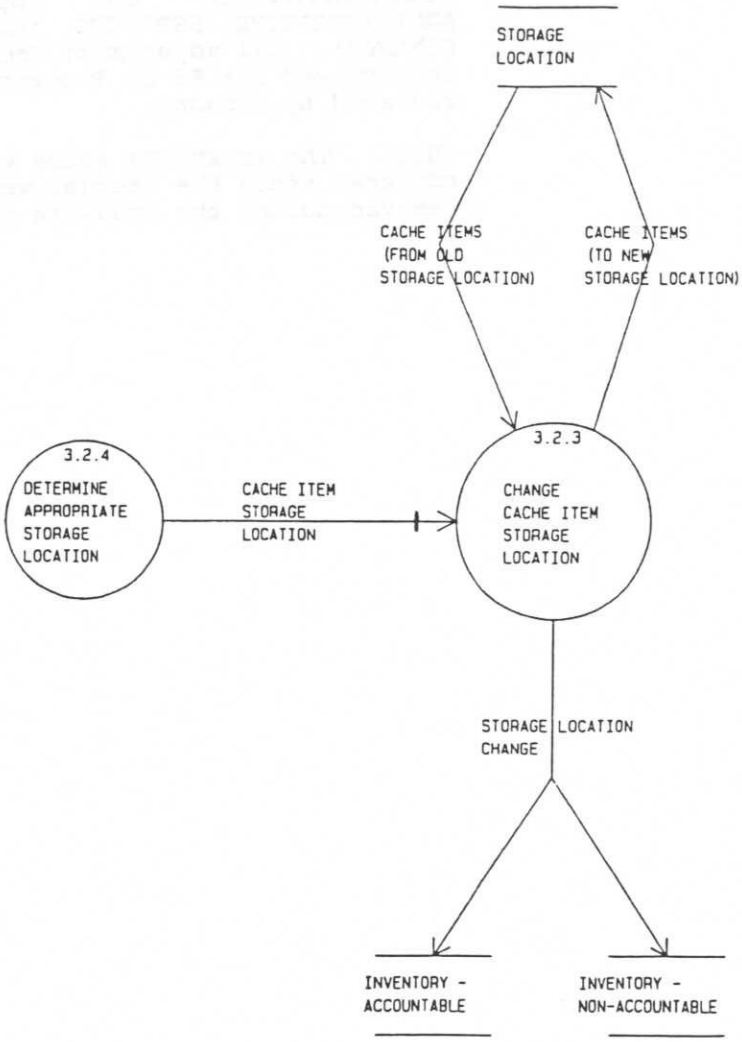
1) - Forward INVENTORY ADJUSTMENT DOCUMENTATION to appropriate ADMINISTRATIVE SERVICES (PROPERTY or FINANCE). All adjustment documentation is reviewed for FS by Property, BLM are reviewed by Finance.

(Note: The INVENTORY store will not be adjusted since the item(s) were already removed during the Obligate process.).

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.2.3 CHANGE STORAGE LOCATION
Filename : change_1.trg
Chart created on : Aug-17-1993
by user : C.SCHAFER
Last modified on : Sep-28-1993
by user : C. SCHAFER

Need to check w/ final document

Ensure meets intent of this section



"MOVE"

Process Specification: 3.2.3 Change Cache Item Storage Location

September 30, 1993

Description: This is the process to change the storage location of cache items.

1. Determine STORAGE LOCATION (NEW) for CACHE ITEMs.

2. Move CACHE ITEMs from STORAGE LOCATION (OLD) to STORAGE LOCATION (NEW).

3. If accountable items,

   A. Count the CACHE ITEM QTY (MOVED).

4. Enter STORAGE LOCATION CHANGE into INVENTORY.

   A. For non-accountable items, Update the INVENTORY - NON-ACCOUNTABLE store:

      1) Update the CACHE ITEM QTY for the new STORAGE LOCATION:

         a) Enter CACHE ITEM QTY (RFI - ADJUSTED) for the new STORAGE LOCATION. CACHE ITEM QTY (RFI - ADJUSTED) (NEW) equals CACHE ITEM QTY (RFI) plus CACHE ITEM QTY (MOVED).

      2) Update the CACHE ITEM QTY for the old STORAGE LOCATION:

         a) If only a portion of the items were moved from the old STORAGE LOCATION to the new STORAGE LOCATION,

            1 - Enter CACHE ITEM QTY (RFI - ADJUSTED) for the old STORAGE LOCATION. CACHE ITEM QTY (RFI - ADJUSTED) (OLD) equals CACHE ITEM QTY (RFI) minus CACHE ITEM QTY (MOVED).

         b) If all CACHE ITEMs have been moved to STORAGE LOCATION (NEW) and STORAGE LOCATION (OLD) is empty,

            1 - Delete STORAGE LOCATION (OLD) and CACHE ITEM QTY (RFI) (STORED AT LOCATION) (OLD) in INVENTORY store.

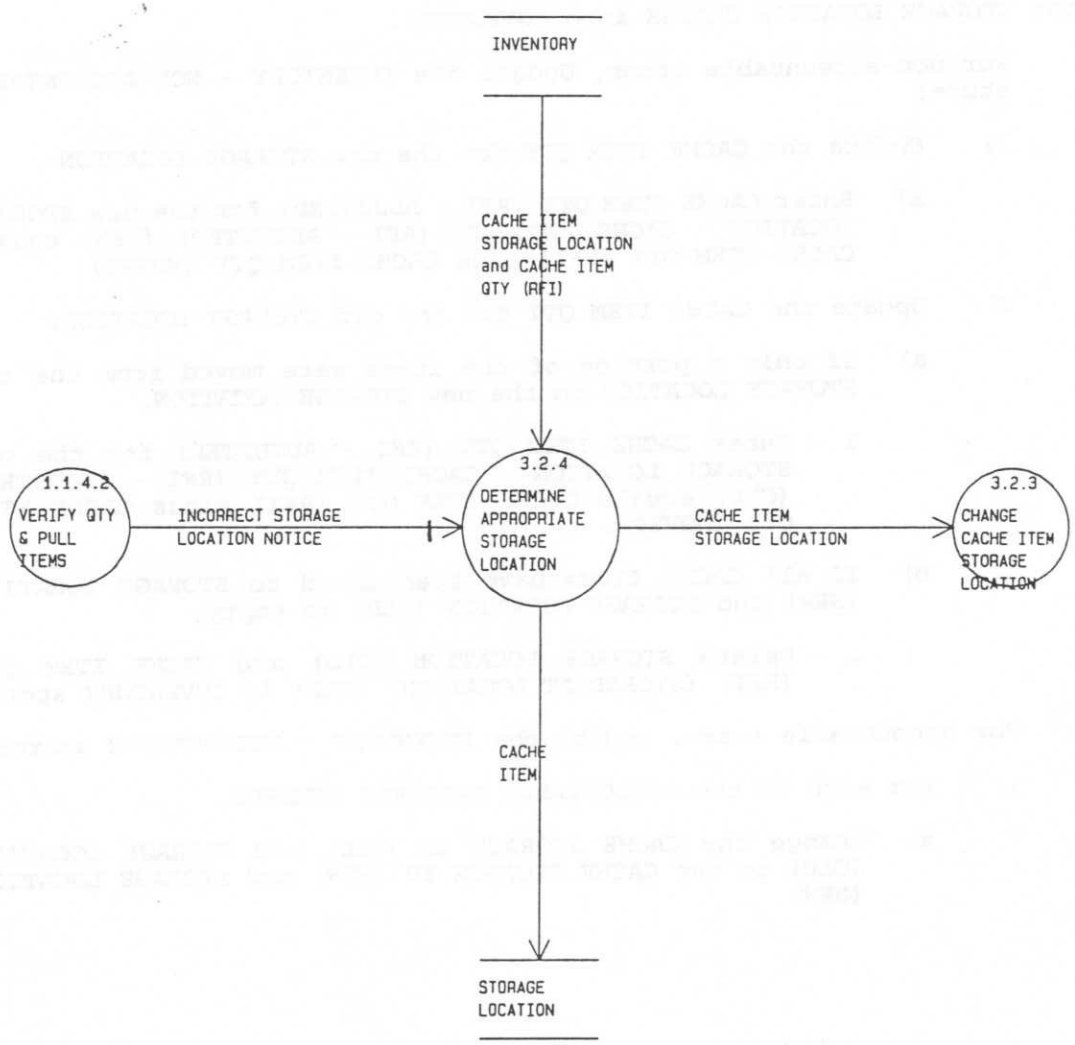
   B. For accountable items, update the INVENTORY - ACCOUNTABLE store:

      1) For each of the ACCOUNTABLE PROPERTY NUMBERS,

         a. Change the CACHE STORAGE ID (OLD) and STORAGE LOCATION (OLD) to the CACHE STORAGE ID (NEW) and STORAGE LOCATION (NEW).

Cache to sub cache

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.2.4 determine approp locatn
Filename : app_loc.trg
Chart created on : Aug-17-1993
by user : C.SCHAFER
Last modified on : Sep-28-1993
by user : C. SCHAFER



Process Specification: 3.2.4 Determine Appropriate Storage Location

September 30, 1993

Description: This process is initiated when a CACHE ITEM is found in the wrong storage location. Action must be taken to place the item in the correct location.

1. Receive INCORRECT STORAGE LOCATION NOTICE.

2. Determine the proper STORAGE LOCATION for the CACHE ITEMs.

   A. Retrieve STORAGE LOCATIONS AND RFI QTY from the INVENTORY store.

   B. If CACHE ITEMs are stored in an incorrect STORAGE LOCATION

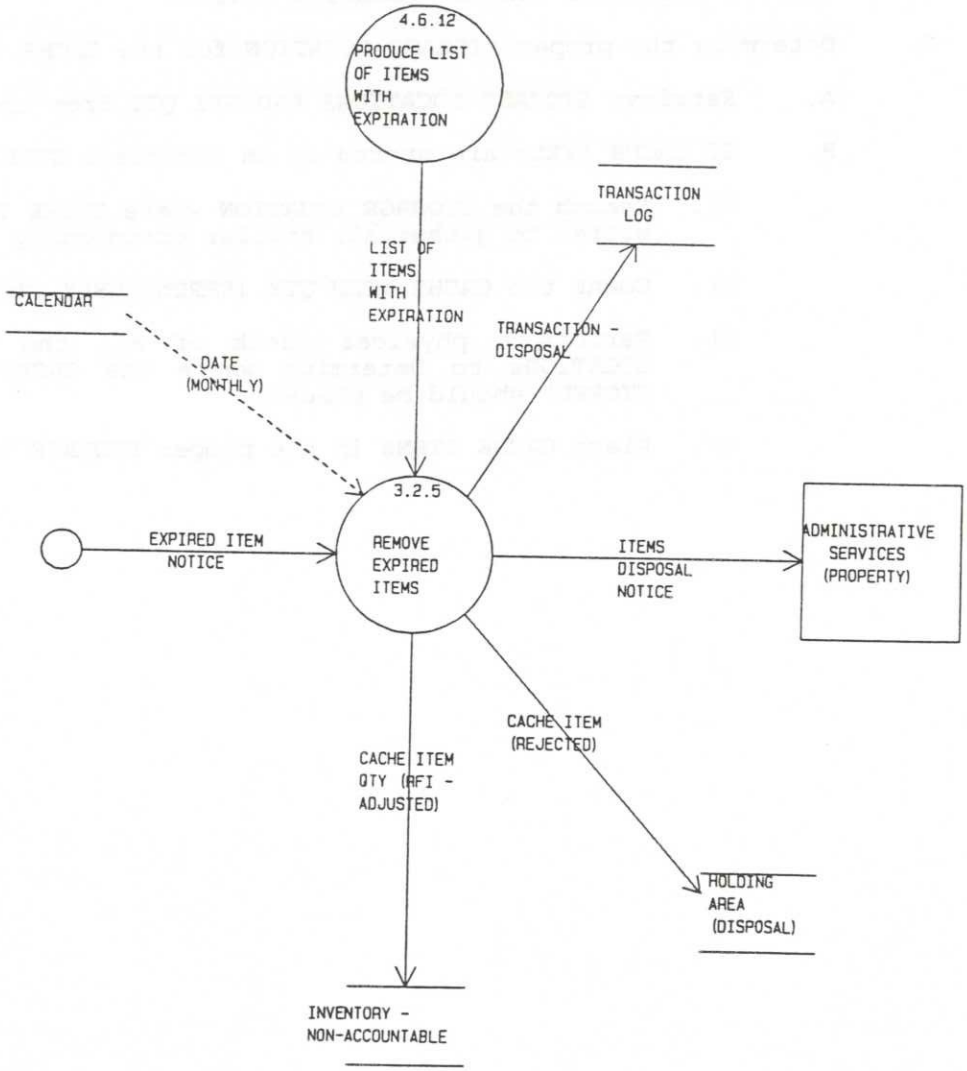
      1). Search the STORAGE LOCATION where CACHE ITEM was erroneously stored to gather all similar erroneously stored CACHE ITEMs.

      2). Count the CACHE ITEM QTY (ERRONEOUSLY STORED).

      3). Perform a physical check of all the identified STORAGE LOCATIONs to Determine where the CACHE ITEM (ERRONEOUSLY STORED) should be placed.

      4). Place CACHE ITEMs in the proper STORAGE LOCATION.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.2.5 remove expired items
Filename : remove.trg
Chart created on : Oct-01-1993
by user : C. SCHAFER
Last modified on : Oct-01-1993
by user : C. SCHAFER



Mini-specification: 3.2.5 Remove Expired Items

September 30, 1993

Description: This process checks for and removes items from the storage locations. This process can be triggered either by finding expired items on the shelf during the issue process, or as a monthly calendar event.

1. Receive EXPIRED ITEM NOTICE or DATE (MONTHLY).

2. Retrieve EXPIRED ITEM REPORT: ← ref pg 5-137

   A. Select one of the following report parameters:

      1) for a specific CACHE ITEM NUMBER

      2) for all CACHE ITEMs whose CACHE ITEM EXPIRATION FLAG = "YES"

   B. Generate the LIST OF ITEMS WITH EXPIRATION report. Refer to process 4.6.12 PRODUCE LIST OF ITEMS WITH EXPIRATION.

3. For each identified STORAGE LOCATION of each CACHE ITEM on the EXPIRED ITEMS REPORT,

   A. Remove CACHE ITEMs for which DATE (CURRENT) is beyond the DATE (EXPIRATION).

   B. Determine the CACHE ITEM QTY (EXPIRED).

      1) CACHE ITEM QTY (EXPIRED) equals the sum of all the CACHE ITEMS (EXPIRED).

4. For each expired CACHE ITEM NUMBER, Complete the appropriate ITEM DISPOSAL NOTICE.

   A. For USFS - AD-112 (Report of Unserviceable, Lost, or Damaged Property)

   B. For BLM - DI-103A (Certificate of Unserviceable Property)

5. Update the INVENTORY store:

   A. If EXPIRED ITEM NOTICE indicates that the INVENTORY was already been adjusted during the "obligate" process:

      1) Go to Step 6.

      otherwise,

   B. Enter CACHE ITEM QTY (RFI - ADJUSTED) into the INVENTORY - NON-ACCOUNTABLE store.

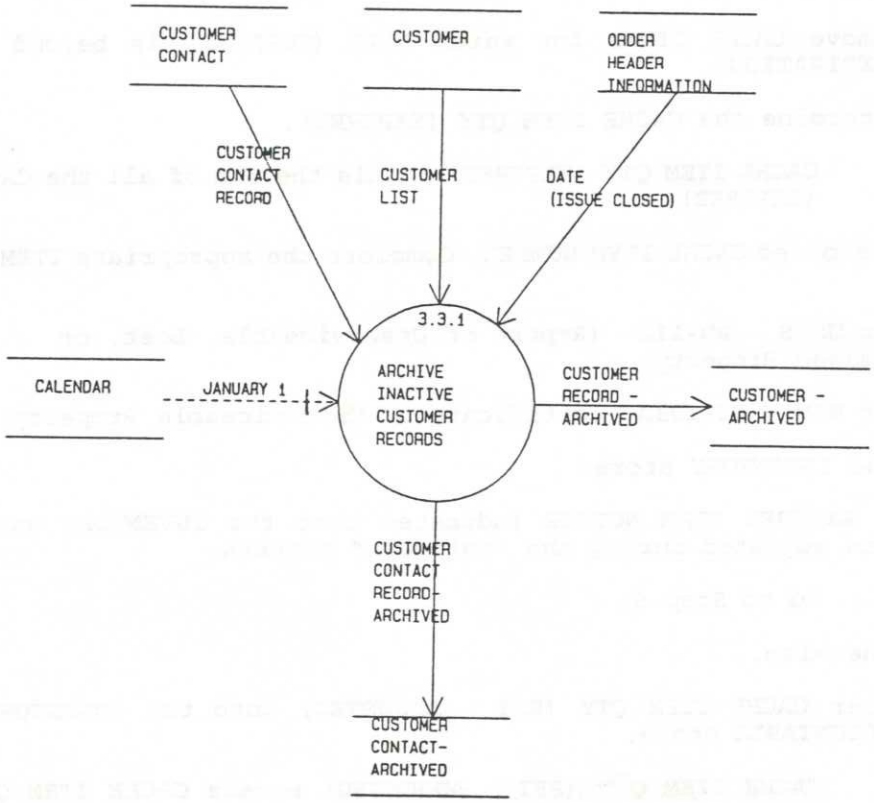
      1) CACHE ITEM QTY (RFI - ADJUSTED) equals CACHE ITEM QTY (RFI) minus CACHE ITEM QTY (EXPIRED).

6. Enter TRANSACTION - DISPOSAL into TRANSACTION LOG store to document disposal.

7. Forward ITEM DISPOSAL NOTICE to ADMINISTRATIVE SERVICES (PROPERTY).

8. Place CACHE ITEM (REJECTED) in HOLDING AREA (DISPOSAL) pending disposal.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.3.1 ARCHIVE CUSTOMER RECORD
Filename : arch_cus.trg
Chart created on : May-17-1993
by user : J.CROSBY
Last modified on : Sep-30-1993
by user : C. SCHAFER



Process Specification: 3.3.1 Archive Inactive Customer Records

September 30, 1993

Description: This process is used to move CUSTOMER and CUSTOMER CONTACT records, which have been inactive for at least one year, to archive stores.

1. Receive DATE (JANUARY 1) trigger from CALENDAR.

2. Retrieve CUSTOMER LIST from CUSTOMER store.

   A. For each UNIT IDENTIFIER (CUSTOMER),

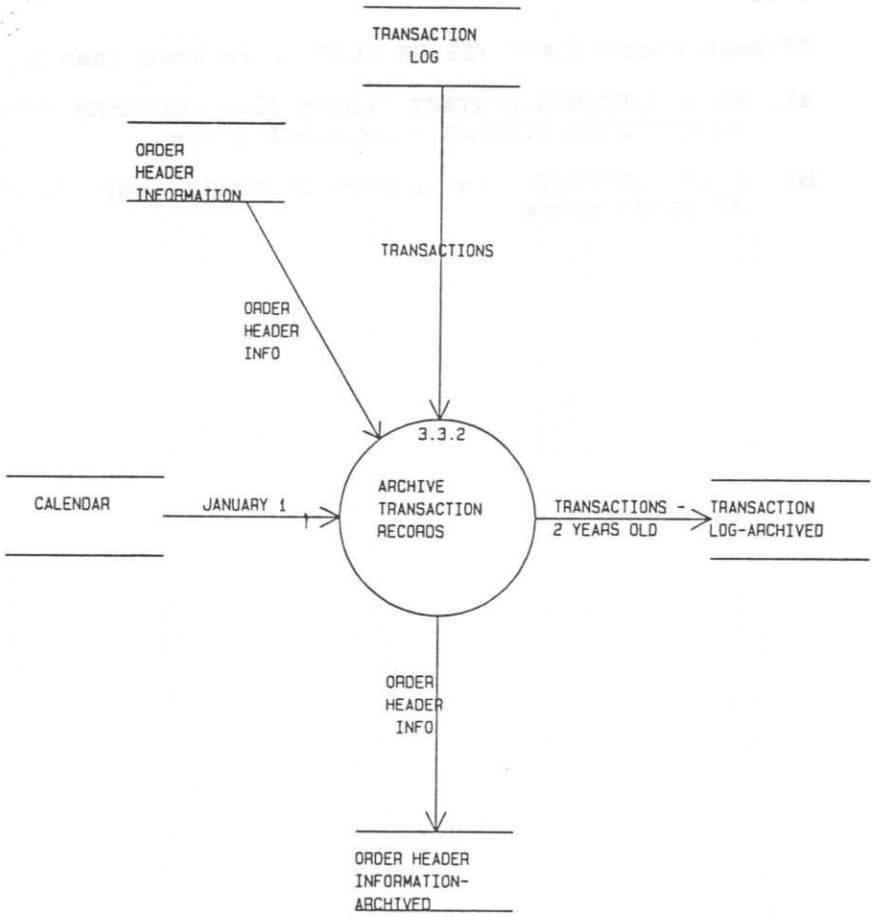
      1) Retrieve list of all DATE (ISSUE CLOSED) and from ORDER HEADER store.

      2). If most recent DATE (ISSUE CLOSED) is more than a year old,

         a). Move CUSTOMER CONTACT record from CUSTOMER CONTACT store to CUSTOMER CONTACT - ARCHIVED store.

         b). Move CUSTOMER record from CUSTOMER store to CUSTOMER - ARCHIVED store.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.3.2 ARCHIVE TRANSACTION RCRDS
Filename : arcn_trn.trg
Chart created on : May-17-1993
by user : J.CROSBY
Last modified on : Sep-30-1993
by user : C. SCHAFER



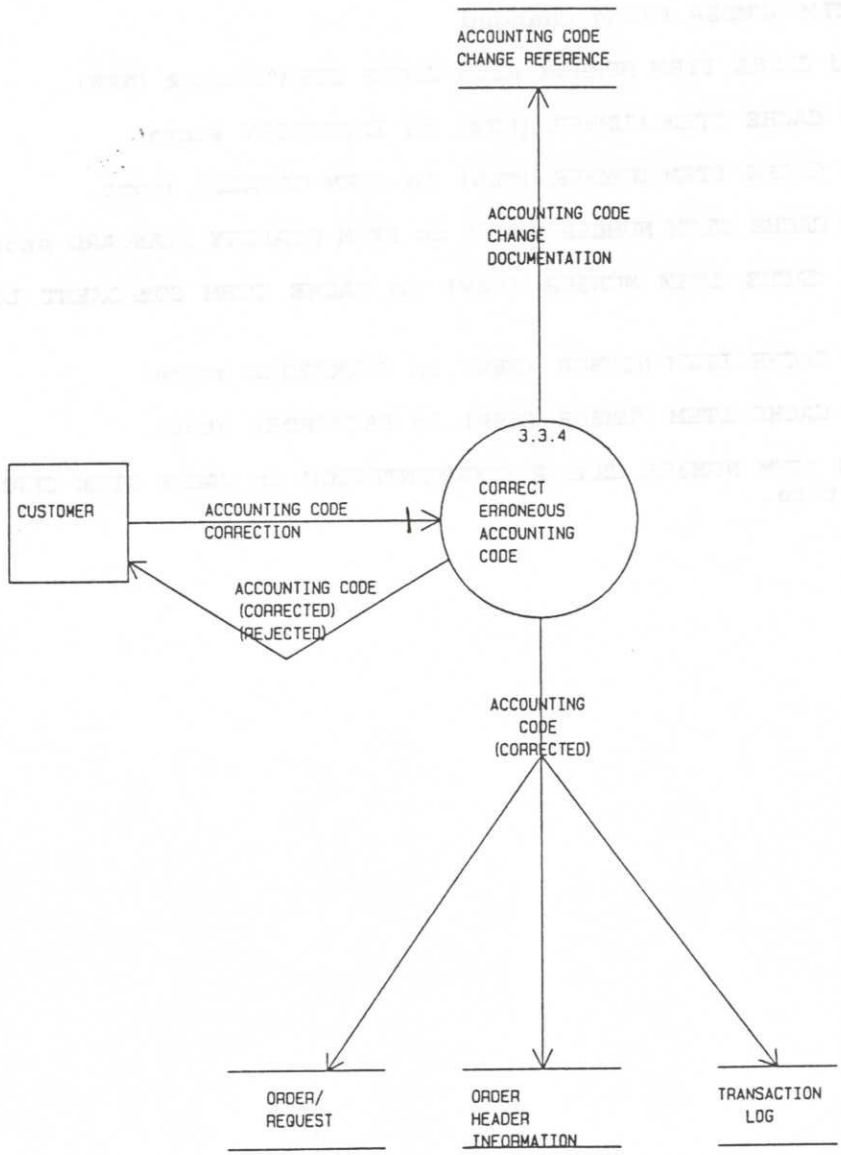
Process Specification: 3.3.3 Change Cache Item Number

September 30, 1993

Description: This process is used to change a CACHE ITEM NUMBER to a newly assigned CACHE ITEM NUMBER. (e.g. Local number to National number)

1. DATE (END OF YEAR) trigger is Received from CALENDAR.
2. Retrieve CACHE ITEM NUMBER CHANGE DIRECTION from DIRECTION store.
3. For each CACHE ITEM NUMBER being changed
   A. Replace old CACHE ITEM NUMBER with CACHE ITEM NUMBER (NEW).
      1). Enter CACHE ITEM NUMBER (NEW) in INVENTORY store.
      2). Enter CACHE ITEM NUMBER (NEW) in ITEM CATALOG store.
      3). Enter CACHE ITEM NUMBER (NEW) in ITEM QUALITY STANDARD store.
      4). Enter CACHE ITEM NUMBER (NEW) in CACHE ITEM COMPONENT LIST store.
      5). Enter CACHE ITEM NUMBER (NEW) in WORKORDER store.
      6). Enter CACHE ITEM NUMBER (NEW) in BACKORDER store.
   B. Enter CACHE ITEM NUMBER CHANGE DOCUMENTATION in CACHE ITEM CHANGE REFERENCE store.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.3.4 CORRECT ERROR ACCT CODE
Filename : err_mgmt.trg
Chart created on : May-17-1993
by user : J.CROSBY
Last modified on : Sep-30-1993
by user : C. SCHAFER



Process Specification: 3.3.4 Correct Erroneous Accounting Code

September 30, 1993

Description: This process is used to correct an erroneous accounting code to the proper accounting code.

1. Receive ACCOUNTING CODE (CORRECTED) for ORDER/REQUEST from CUSTOMER.

2. If ORDER has been completed (all items shipped or canceled) or INCIDENT/PROJECT has been closed (CLOSE DATE entered)

   A. Return ACCOUNTING CODE (CORRECTED) (REJECTED) to CUSTOMER.

3. Replace erroneous ACCOUNTING CODE with ACCOUNTING CODE (CORRECTED) in records pertaining to ORDER/REQUEST.

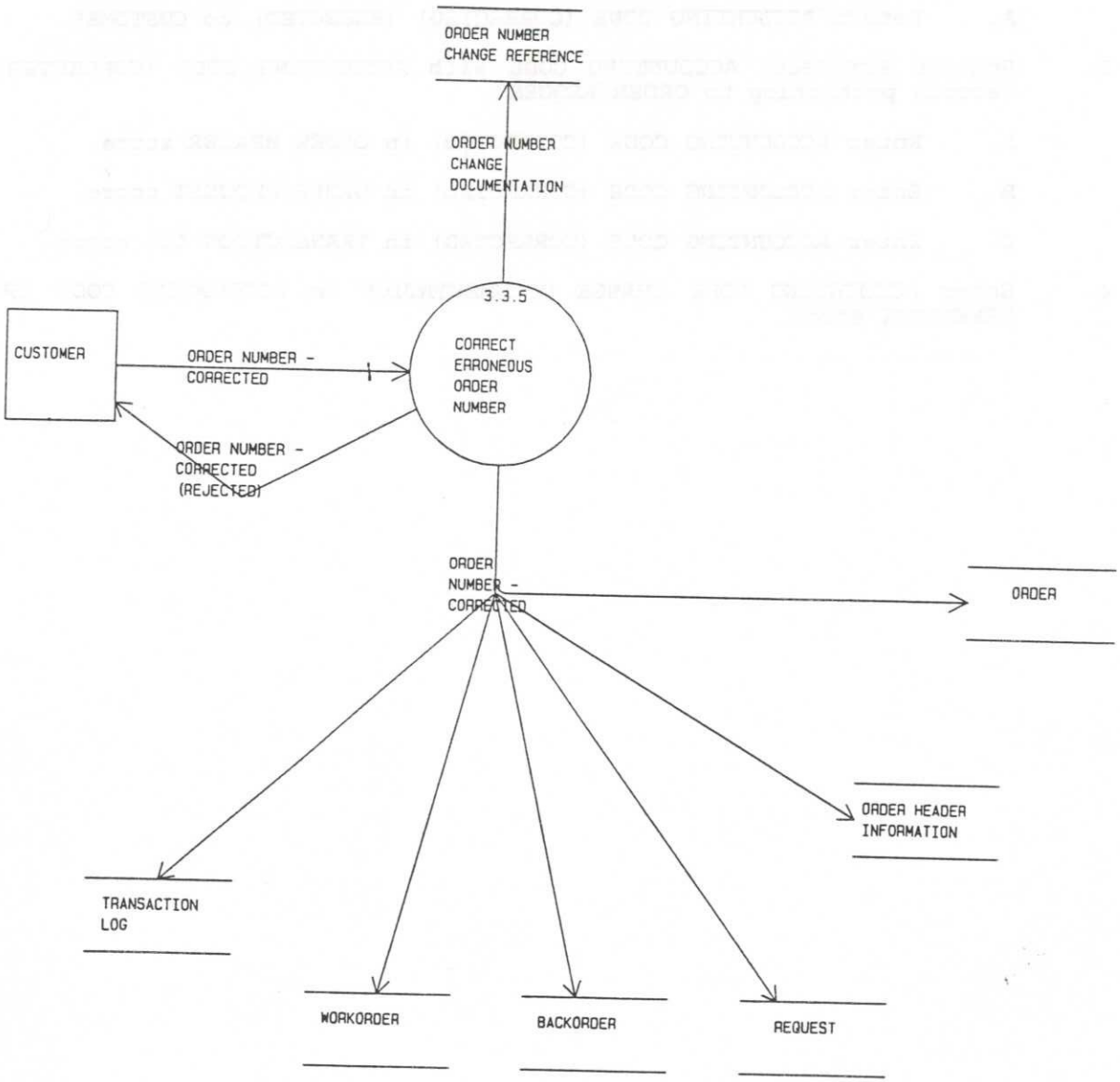
   A. Enter ACCOUNTING CODE (CORRECTED) in ORDER HEADER store.

   B. Enter ACCOUNTING CODE (CORRECTED) in ORDER/REQUEST store.

   C. Enter ACCOUNTING CODE (CORRECTED) in TRANSACTION LOG store.

4. Enter ACCOUNTING CODE CHANGE DOCUMENTATION in ACCOUNTING CODE CHANGE REFERENCE store.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.3.5 CORRECT ERROR ORDER NMBER
Filename : err_ord.trg
Chart created on : May-17-1993
by user . J.CROSBY
Last modified on : Sep-30-1993
by user : C. SCHAFER



Process Specification: 3.3.5 Correct Erroneous Order Number

September 30, 1993

Description: This process is used to correct an erroneous order number to the proper order number.

1. Receive ORDER NUMBER (CORRECTED) for ACCOUNTING CODE from CUSTOMER.

2. If ORDER has been completed (all items shipped or canceled) or INCIDENT/PROJECT has been closed (CLOSE DATE entered)

   A. Return ORDER NUMBER (CORRECTED) (REJECTED) to CUSTOMER.

3. Replace erroneous ORDER NUMBER with ORDER NUMBER (CORRECTED) in records relating to ACCOUNTING CODE.

   A. Enter ORDER NUMBER (CORRECTED) in ORDER store.

   B. Enter ORDER NUMBER (CORRECTED) in ORDER HEADER store.

   C. Enter ORDER NUMBER (CORRECTED) in ORDER/REQUEST store.

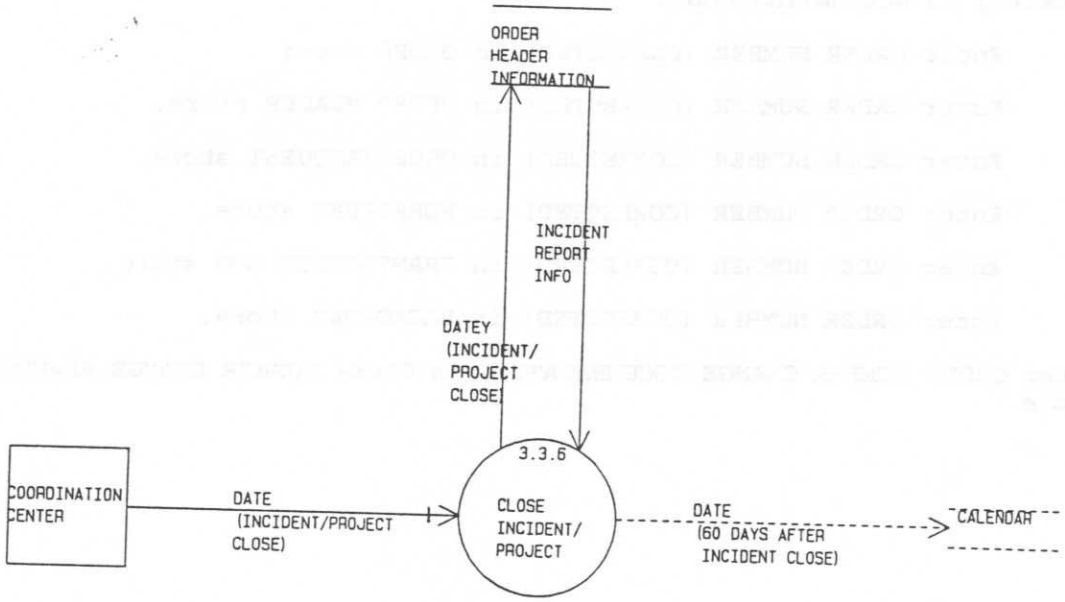
   D. Enter ORDER NUMBER (CORRECTED) in WORKORDER store.

   E. Enter ORDER NUMBER (CORRECTED) in TRANSACTION LOG store.

   F. Enter ORDER NUMBER (CORRECTED) in BACKORDER store.

3. Enter ORDER NUMBER CHANGE DOCUMENTATION in ORDER NUMBER CHANGE REFERENCE store.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.3.6 CLOSE INCIDENT/PROJECT
Filename : close_in.trg
Chart created on : Aug-17-1993
by user : C.SCHAFER
Last modified on : Sep-30-1993
by user : C. SCHAFER



add
3.3.7
Close incident

Process Specification: 3.3.6 Close Incident/Project

September 30, 1993

Description: This is the process to enter the close date of an Incident and set 60 days after close of incident trigger.

1. Receive DATE (INCIDENT CONTAINMENT) from COORDINATION CENTER. This information is usually transmitted via the situation report.

2. Identify ORDER HEADER for INCIDENT.

   A. Generate the INCIDENT REPORT:

      1). The INCIDENT REPORT IS created by Retrieving the INCIDENT REPORT INFORMATION from the ORDER HEADER INFORMATION.

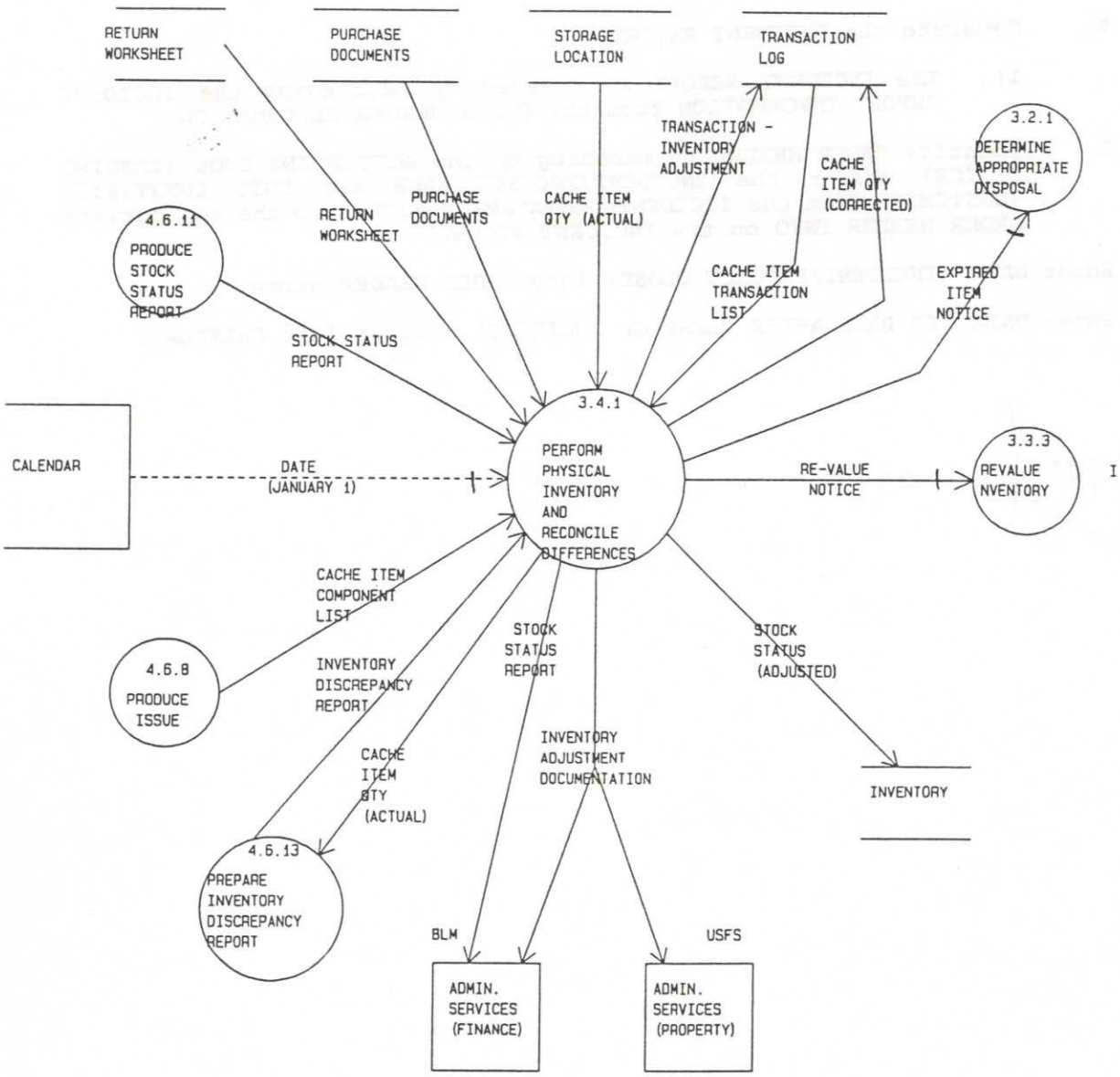
   B. Identify ORDER HEADER by matching up the ACCOUNTING CODE (ISSUING OFFICE) and/or the INCIDENT/PROJECT NAME and UNIT IDENTIFIER (CUSTOMER) from the INCIDENT CONTAINMENT NOTICE to the appropriate ORDER HEADER INFO on the INCIDENT REPORT.

3. Enter DATE (INCIDENT/PROJECT CLOSE) into ORDER HEADER store.

4. Enter DATE (60 DAYS AFTER CLOSE OF INCIDENT) trigger into CALENDAR.

Trigger/Date

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.4.1 perform physical inventory
Filename : perf_rec.trg
Chart created on : Jun-07-1993
by user : J.CROSBY
Last modified on : Sep-30-1993
by user : C. SCHAFER



Process Specification: 3.4.1 Perform Physical Inventory & Reconcile Differences

September 30, 1993

Description: This is a physical count of items on-site and reconciliation of that count to the inventory record. This process takes place during a period of shut down for daily business.

The following Business Rules have been established:

- Reconciliation is required for items whose CACHE ITEM DISCREPANCY VALUE (the difference between what exists in the physical vs. automated inventory for a single cache item number) is greater than $100. All action must be reviewed by the appropriate agency office (USFS - Property; BLM - Finance).

---

1. DATE (JANUARY 1) trigger is Received from CALENDAR.

2. Retrieve STOCK STATUS REPORT for all CACHE ITEMs. (Refer to 4.6.11 PRODUCE STOCK STATUS REPORT.)

3. Retrieve the INVENTORY WORKSHEET and INVENTORY WORKSHEET - ACCOUNTABLE PROPERTY from the 4.6.7 PRODUCE INVENTORY WORKSHEET process.

   For each CACHE ITEM:

   A. Physically Count all CACHE ITEMS in STORAGE LOCATIONs and all other cache areas.

      1) If item has a shelf life, verify that item is still within the expiration period.

         a) If expiration date has passed, reject item and Send EXPIRED ITEM NOTICE to 3.2.5 REMOVE EXPIRED ITEMS.

      2) Items should be re-shelved with oldest items in the area to be pulled first.

      3) Note CACHE ITEM QTY (ACTUAL), CACHE ITEM QTY (Workorder), on Inventory Worksheet. CACHE ITEM QTY (ACTUAL) equals the total qty of all RFI items including those that are reserved. Workorder items are counted for informational purposes only.

B. Compare CACHE ITEM QTY (ACTUAL) from physical count to CACHE ITEM QTY (RFI) from STOCK STATUS. CACHE ITEM QTY (RFI - INVENTORY) equals CACHE ITEM QTY (RFI) plus CACHE ITEM QTY (RESERVED). Workorder quantities should also be compared to CACHE ITEM QTY (WORKORDERED) in WORKORDER store and necessary adjustments made.

1). Retrieve CACHE ITEM ISSUE UNIT PRICE from ITEM CATALOG.

2). For any cache items whose CACHE ITEM DISCREPANCY VALUE is greater than $100, perform search to resolve discrepancy:

a. Retrieve INVENTORY DISCREPANCY REPORT. (Refer to 4.6.13 PRODUCE INVENTORY DISCREPANCY REPORT.)

b. Retrieve all RETURN WORKSHEETS for CACHE ITEM NUMBER from RETURN WORKSHEET store.

1 - Compare with TRANSACTION - RETURN CACHE ITEMS entries to determine if data entry error was made.

2 - If data entry error was made, Correct TRANSACTION - RETURN CACHE ITEMS record to indicate correct CACHE ITEM QTY (CORRECTED).

c. Retrieve all PURCHASE DOCUMENTS for CACHE ITEM NUMBER from PURCHASE DOCUMENT store.

1 - Compare with TRANSACTION - ADD CACHE ITEMS entries to determine if data entry error was made.

2 - If data entry error was made, Correct TRANSACTION - ADD CACHE ITEMS record to indicate correct CACHE ITEM QTY (CORRECTED).

d. Verify CACHE ITEM TRANSACTION LIST against hardcopy CACHE ITEM ISSUE DOCUMENTATION.

3). Complete appropriate INVENTORY ADJUSTMENT DOCUMENTATION to account for discrepancies. e.g. Receipt document for items found on inventory or survey document for items not found.

a. Forward INVENTORY ADJUSTMENT DOCUMENTATION to appropriate ADMINISTRATIVE SERVICES (PROPERTY or FINANCE). All adjustment documentation is reviewed for FS by Property, BLM are reviewed by Finance.

4). Update INVENTORY store with STOCK STATUS (ADJUSTED).

5). Enter TRANSACTION - INVENTORY ADJUSTMENT into TRANSACTION LOG store.

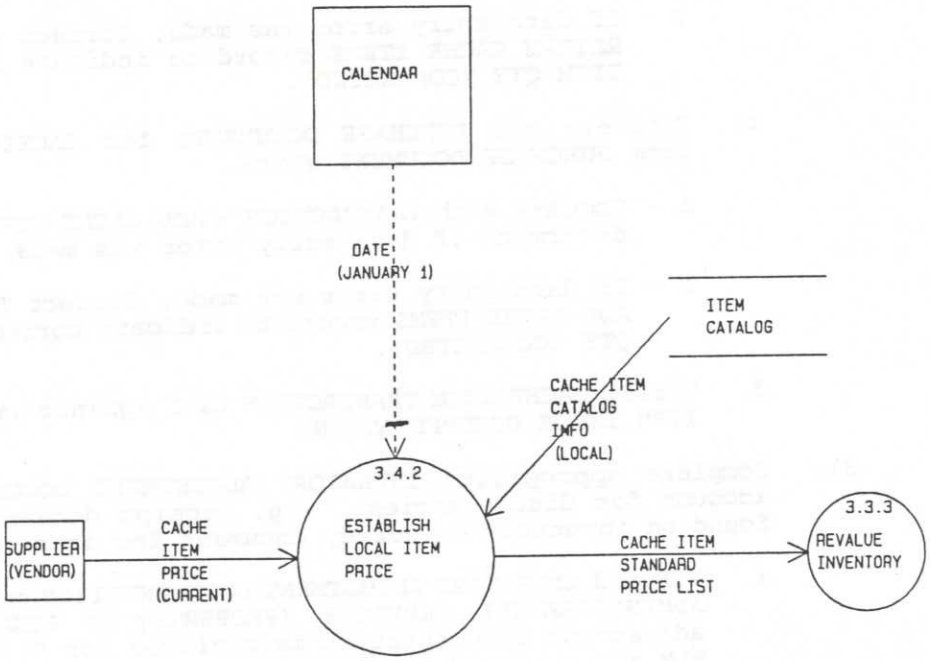
4. If BLM Agency

A. Retrieve STOCK STATUS REPORT for all CACHE ITEMS of adjusted INVENTORY. (Refer to 4.6.11 PRODUCE STOCK STATUS REPORT.)

B. Forward STOCK STATUS REPORT of adjusted INVENTORY to ADMINISTRATIVE SERVICES (FINANCE).

5. Forward REVALUE NOTICE to 3.4.3 REVALUE INVENTORY.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.4.2 establish local item price
Filename : est_pric.trg
Chart created on : Jun-07-1993
by user : J.CROSBY
Last modified on : Sep-30-1993
by user : C. SCHAFER



Process Specification: 3.4.2 Establish Local Item Price

September 30, 1993

Description: This process creates a list of current prices for local items stocked in addition to NFES items in National Catalog.

The following Business Rules have been established:

- A standard CACHE ITEM ISSUE UNIT PRICE will be assigned on an annual basis. Any loss as a result in changes in market prices will be written off as a cost of doing business and the standard price will be adjusted accordingly for the next year.

---

1. Receive DATE (JANUARY 1) from CALENDAR.

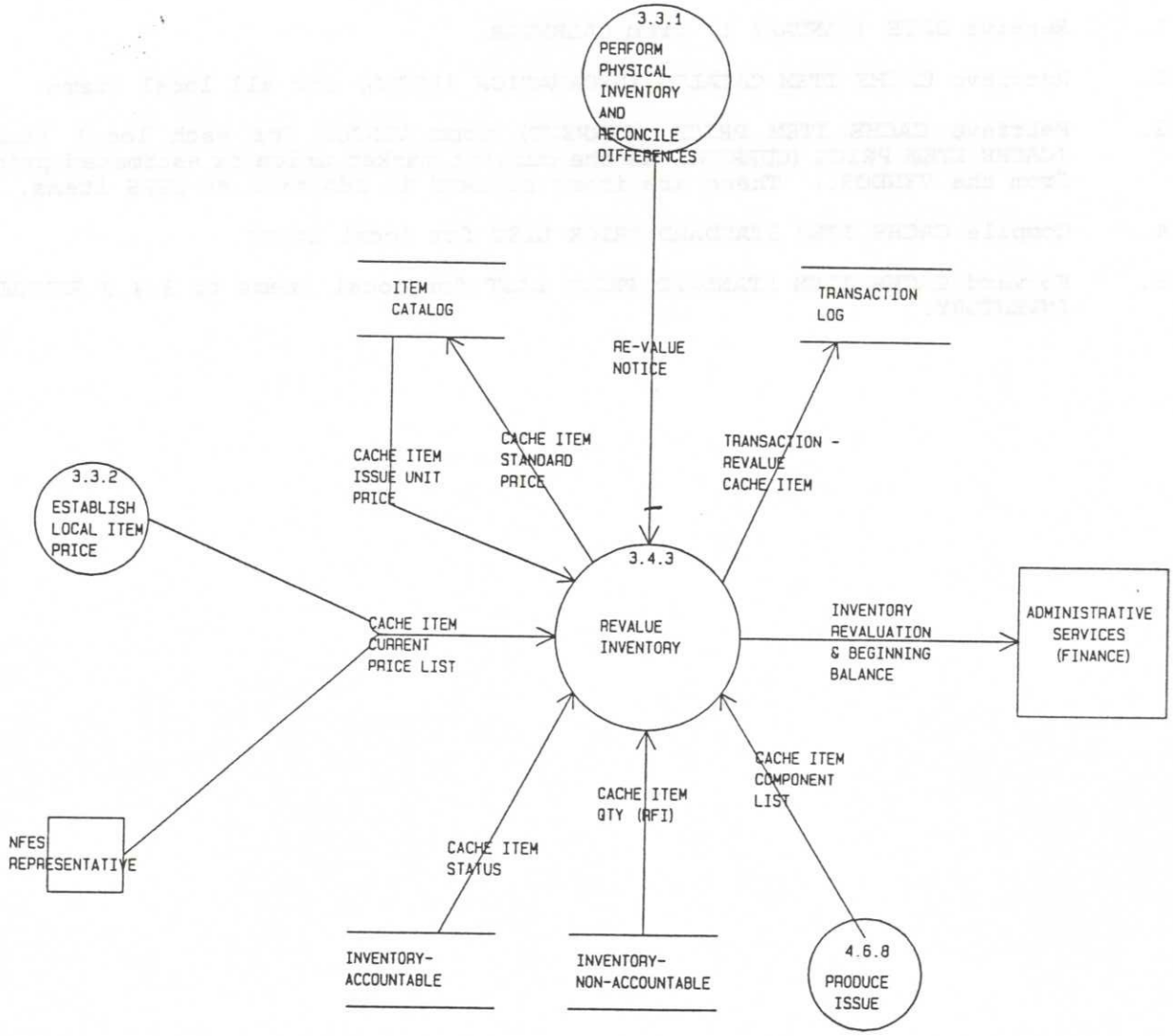
2. Retrieve CACHE ITEM CATALOG INFORMATION (LOCAL) for all local items.

3. Retrieve CACHE ITEM PRICE (CURRENT) from VENDOR for each local item. (CACHE ITEM PRICE (CURRENT) is the current market price or estimated price from the VENDOR.) These are items stocked in addition to NFES items.

4. Compile CACHE ITEM STANDARD PRICE LIST for local items.

5. Forward CACHE ITEM STANDARD PRICE LIST for local items to 3.4.3 REVALUE INVENTORY.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 3.4.3 re-value inventory
Filename : reval_in.trg
Chart created on : Jun-07-1993
by user : J.CROSBY
Last modified on : Sep-30-1993
by user : C. SCHAFER



Process Specification: 3.4.3 Revalue Inventory

September 30, 1993

Description: This process revalues the current inventory to reflect the current value of the cache items.

The following Business Rules have been established:

- A standard CACHE ITEM ISSUE UNIT PRICE will be assigned on an annual basis. Prices for local items not identified in the NFES Catalog will be established by the cache. Prices for items identified in the NFES Catalog will be established by the NFES Representative. Any loss as a result in changes in market prices will be written off as a cost of doing business and the standard price will be adjusted accordingly for the next year. Miscellaneous costs (shipping, discounts, penalties, etc. will be tracked in a separate account to be written off as a cost of doing business rather than attempting to identify the benefitting activity.

---

1. Receive REVALUE NOTICE from 3.4.1 PERFORM PHYSICAL INVENTORY & RECONCILE DIFFERENCES.

2. Receive CACHE ITEM STANDARD PRICE LIST for local items from 3.4.2 ESTABLISH LOCAL ITEM PRICE. These are items stocked in addition to NFES items.

3. Receive CACHE ITEM STANDARD PRICE LIST from NFES REPRESENTATIVE.

4. For each CACHE ITEM in ITEM CATALOG store (not including consolidated items)

   A. Retrieve CACHE ITEM ISSUE UNIT PRICE from ITEM CATALOG.

   B. Determine CACHE ITEM QTY (RFI).

      1. If CACHE ITEM is accountable property

         a. Retrieve CACHE ITEM STATUS from INVENTORY - ACCOUNTABLE.

         b. Count number of CACHE ITEMs in "RFI" status.

      2. If CACHE ITEM is non-accountable

         a. Retrieve CACHE ITEM QTY (RFI) from INVENTORY - NON-ACCOUNTABLE.

   C. Update ITEM CATALOG store with CACHE ITEM STANDARD PRICE. This in turn will adjust the over-all value of the inventory.

   D. Enter TRANSACTION - REVALUE CACHE ITEM into TRANSACTION LOG store. CACHE ITEM CHANGE VALUE equals CACHE ITEM STANDARD PRICE minus CACHE ITEM ISSUE PRICE.

5. For each CACHE ITEM (CONSOLIDATED) in ITEM CATALOG store

A. Calculate CACHE ITEM ISSUE UNIT PRICE (CONSOLIDATED).

1). Retrieve CACHE ITEM COMPONENT LIST from 4.2.1 PREPARE CACHE ITEM COMPONENT LIST process.

a. For each CACHE ITEM (COMPONENT)

1 - Retrieve CACHE ITEM ISSUE UNIT PRICE from ITEM CATALOG store. (Updated with new CACHE ITEM STANDARD PRICE for individual items.)

2). CACHE ITEM ISSUE UNIT PRICE (CONSOLIDATED) equals the total of all (CACHE ITEM QTY (COMPONENT) multiplied by CACHE ITEM ISSUE UNIT PRICE (COMPONENT)).

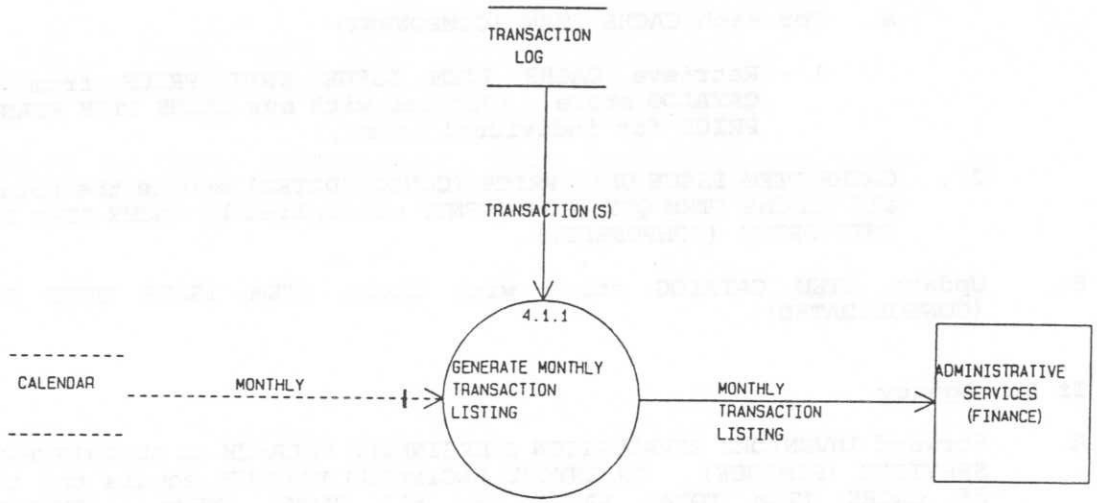
B. Update ITEM CATALOG store with CACHE ITEM ISSUE UNIT PRICE (CONSOLIDATED).

6. If BLM Agency

A. Forward INVENTORY REVALUATION & BEGINNING BALANCE to ADMINISTRATIVE SERVICES (FINANCE). INVENTORY BEGINNING BALANCE equals the total of CACHE ITEM TOTAL VALUE for all CACHE ITEMs. INVENTORY REVALUATION AMOUNT equals the total of CACHE ITEM CHANGE VALUE multiplied by CACHE ITEM INVENTORY QTY for each CACHE ITEM.

Note: Depending on the outcome of the Standard Pricing issue, we may need to calculate the ACTUAL INVENTORY VALUE based upon historical costs rather than standard pricing. This is a property management requirement. The historical information is available in the CACHE ITEM COST store. The model may need to be changed to accomodate the property valuation requirements.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.1.1.0 GEN MO TRANSACTION LISTING
Filename : tran_lis.trg
Chart created on : Aug-10-1993
by user : C.SCHAFER
Last modified on : Aug-16-1993
by user : C.SCHAFER



Process Specification: 4.1.1 Generate Monthly Transaction Listing

September 30, 1993

Description: This is the process to provide a listing of all transactions which have affected the inventory during the month.

At the present time, only the BLM Finance Office requires this information.

---

1. Receive DATE (MONTHLY) from CALENDAR.

2. Determine REPORT DATE RANGE (from XX/XX/XX to XX/XX/XX)

3. For each transaction type

   A. Retrieve all TRANSACTIONS for the REPORT DATE RANGE from TRANSACTION LOG store.

      1). For each TRANSACTION,

         a. Calculate the TRANSACTION TOTAL AMOUNT. Multiply TRANSACTION AMOUNT times CACHE ITEM QTY.

   B. List transactions:

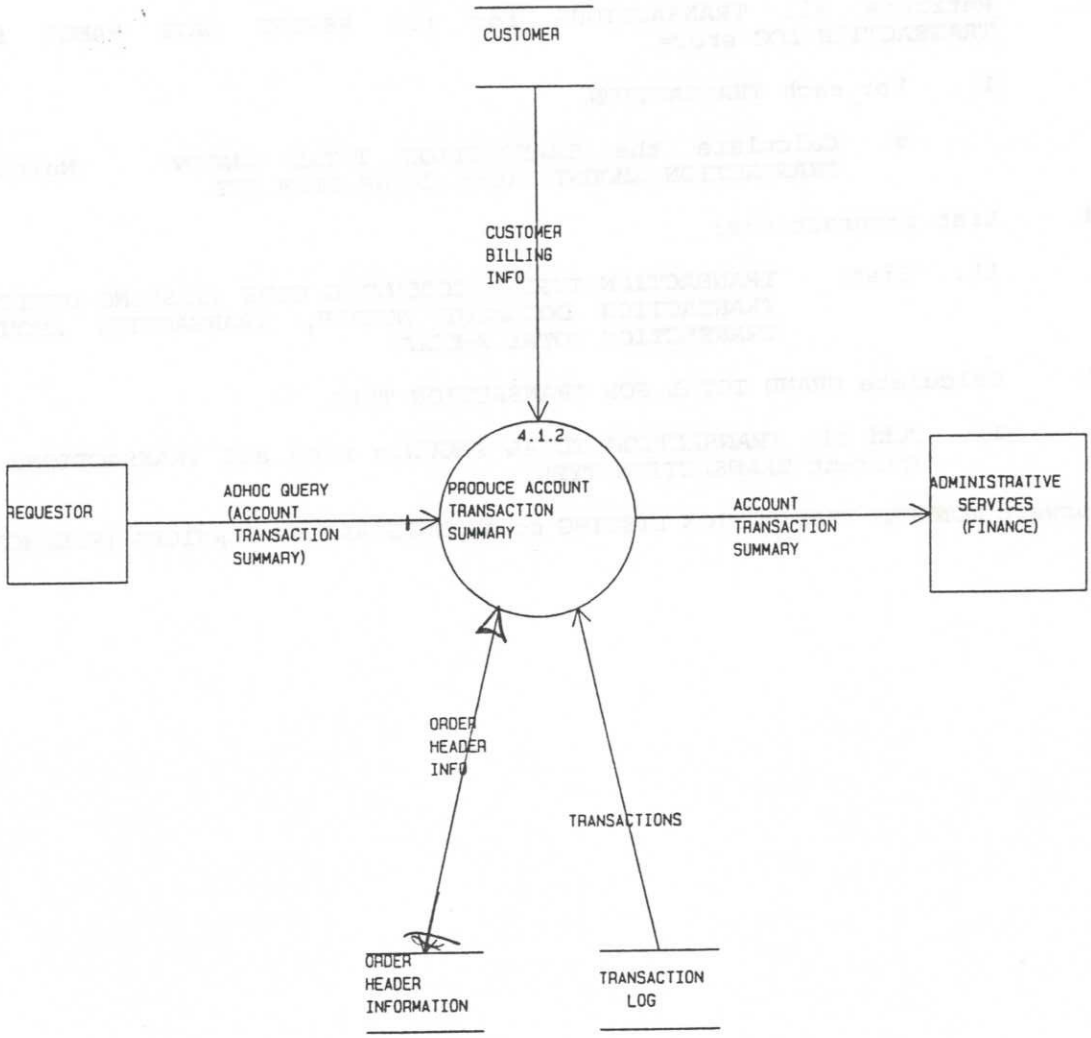
      1). List: TRANSACTION TYPE, ACCOUNTING CODE (ISSUING OFFICE), TRANSACTION DOCUMENT NUMBER, TRANSACTION AMOUNT, TRANSACTION TOTAL AMOUNT

   C. Calculate GRAND TOTAL FOR TRANSACTION TYPE.

      1). Add all TRANSACTION TOTAL AMOUNTs from all TRANSACTIONs of current TRANSACTION TYPE.

3. Forward MONTHLY TRANSACTION LISTING to ADMINISTRATIVE SERVICES (FINANCE).

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.1.2 PROD ACCOUNT TRANSSUMM
Filename : tran_sum.trg
Chart created on : Aug-12-1993
by user : C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CHOSBY



Process Specification: 4.1.2 Produce Account Transaction Summary

September 30, 1993

Description: This is the process to provide a transaction listing for an account during the reporting period to ADMINISTRATIVE SERVICES (FINANCE) for reimbursable non-incident/project accounts.

1. Receive ADHOC QUERY (REQUEST FOR ACCOUNT TRANSACTION SUMMARY) and DATE (REPORTING PERIOD).

2. Retrieve CUSTOMER BILLING INFORMATION from CUSTOMER store.

3. For ADHOC QUERY (ed account

   A. Retrieve all ORDER HEADER INFORMATION for CUSTOMER from ORDER HEADER store.

   B. Retrieve all TRANSACTIONS for reporting period for CUSTOMER based on ORDER HEADER INFORMATION from TRANSACTION LOG store.

   C. Generate ACCOUNT TRANSACTION SUMMARY

      1). For each ORDER/REQUEST

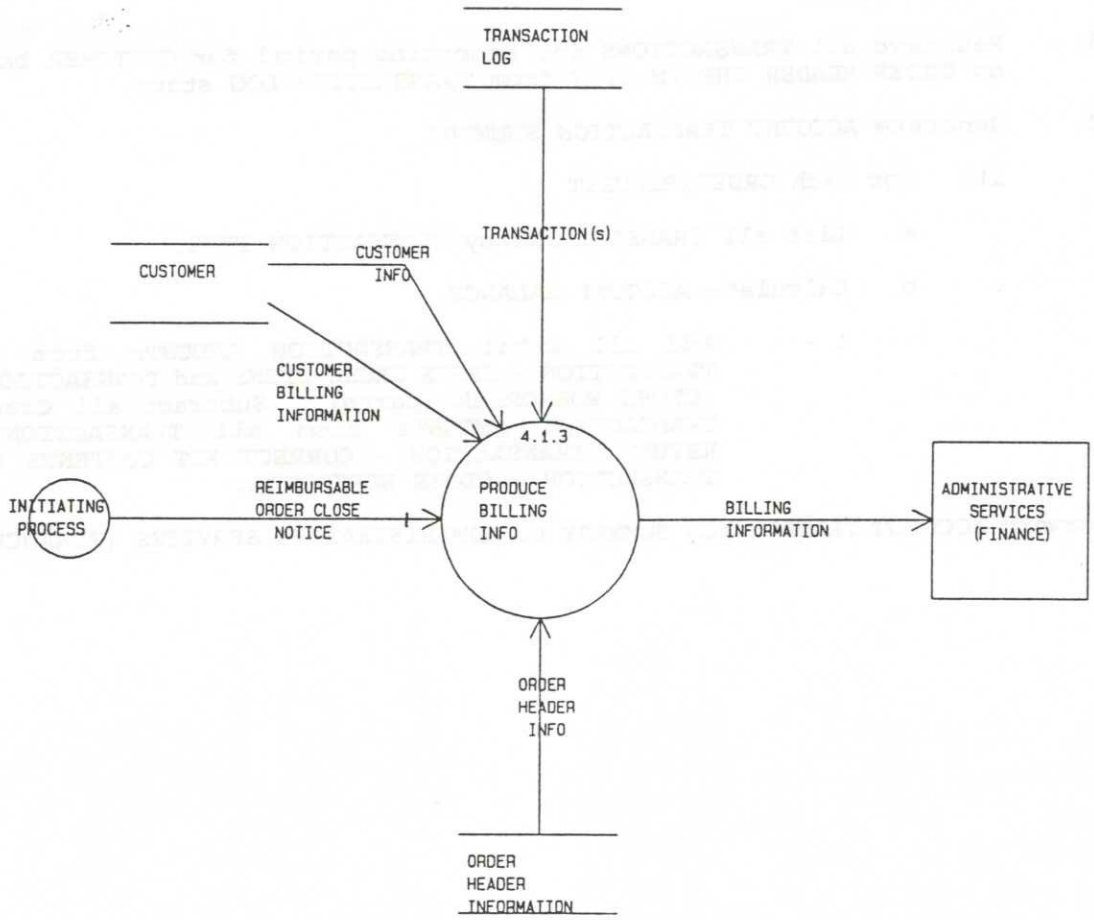
         a. List all TRANSACTIONS by TRANSACTION TYPE.

         b. Calculate ACCOUNT BALANCE.

            1 - Add all Debit TRANSACTION AMOUNTs from all TRANSACTION - ISSUE CACHE ITEMS and TRANSACTION - CLOSE WORKORDER (parts). Subtract all Credit TRANSACTION AMOUNTs from all TRANSACTION - RETURN, TRANSACTION - CORRECT KIT CONTENTS and TRANSACTION - CLOSE WORKORDER.

4. Forward ACCOUNT TRANSACTION SUMMARY to ADMINISTRATIVE SERVICES (FINANCE).

Project : W:\GA\ECPLUS32\NACS_SA\
Chart : 4.1.3 PRODUCE BILLING INFO
Filename : billing.trg
Chart created on : Sep-01-1993
by user : C.SCHAFER
Last modified on : Sep-01-1993
by user : C.SCHAFER



Process Specification: 4.1.3 Produce Billing Information

September 30, 1993

Description: This is the process to provide a transaction listing for completed direct sales orders to ADMINISTRATIVE SERVICES (FINANCE) for reimbursable non-incident/project accounts. This Account Transaction Summary will serve as the trigger for Finance to initiate the billing process.

The following Business Rules have been established:

- The Finance office will not bill the benefitting activity for fire suppression orders. Non-fire orders will result in a billing to the benefitting activity. To determine whether an order is in support of a fire, the following guidelines are provided:

  For BLM - If the accounting code is "1550", the order is for fire. Any other accounting code is non-fire, and a billing document should be sent to the benefitting activity.

  For USFS - If the accounting code starts with a "P", the order is for fire. any other accounting code is non-fire, and a billing document should be sent to the benefitting activity.

- The cache will forward billing information for non-fire issues when the order has been closed (all items of the order/request have either been cancelled or issued).

---

1. Receive REIMBURSEABLE ORDER CLOSE NOTICE.

2. Retrieve ORDER HEADER INFORMATION from ORDER HEADER store based on ORDER NUMBER.

3. Retrieve CUSTOMER INFORMATION from CUSTOMER store based on UNIT IDENTIFIER (CUSTOMER) in the ORDER HEADER INFO

4. Retrieve CUSTOMER BILLING INFORMATION from CUSTOMER store based on UNIT IDENTIFIER (BILLING) from the CUSTOMER INFORMATION.

5. Retrieve all TRANSACTIONS for CUSTOMER based on TRANSACTION REFERENCE DOCUMENT NUMBER (ORDER NUMBER) from the TRANSACTION LOG store.

6. Generate ACCOUNT TRANSACTION SUMMARY

   A. Create report header information:

      1) Include: UNIT NAME (CUSTOMER), PERSON NAME (CUSTOMER CONTACT), ADDRESS (CUSTOMER), ADDRESS (BILLING), TRANSACTION DOCUMENT NUMBER (ORDER NUMBER), DATE (ORDER ORIGINATION), DATE (LAST TRANSACTION), ACCOUNTING CODE (ISSUING OFFICE)

   B. List all TRANSACTIONS by ORDER REQUEST NUMBER.

      1) Include: DATE (TRANSACTION), TRANSACTION TYPE, TRANSACTION DOCUMENT NUMBER, CACHE ITEM NUMBER, CACHE ITEM PRINCIPLE NAME, CACHE ITEM DESCRIPTION, CACHE ITEM QTY, TRANSACTION AMOUNT.

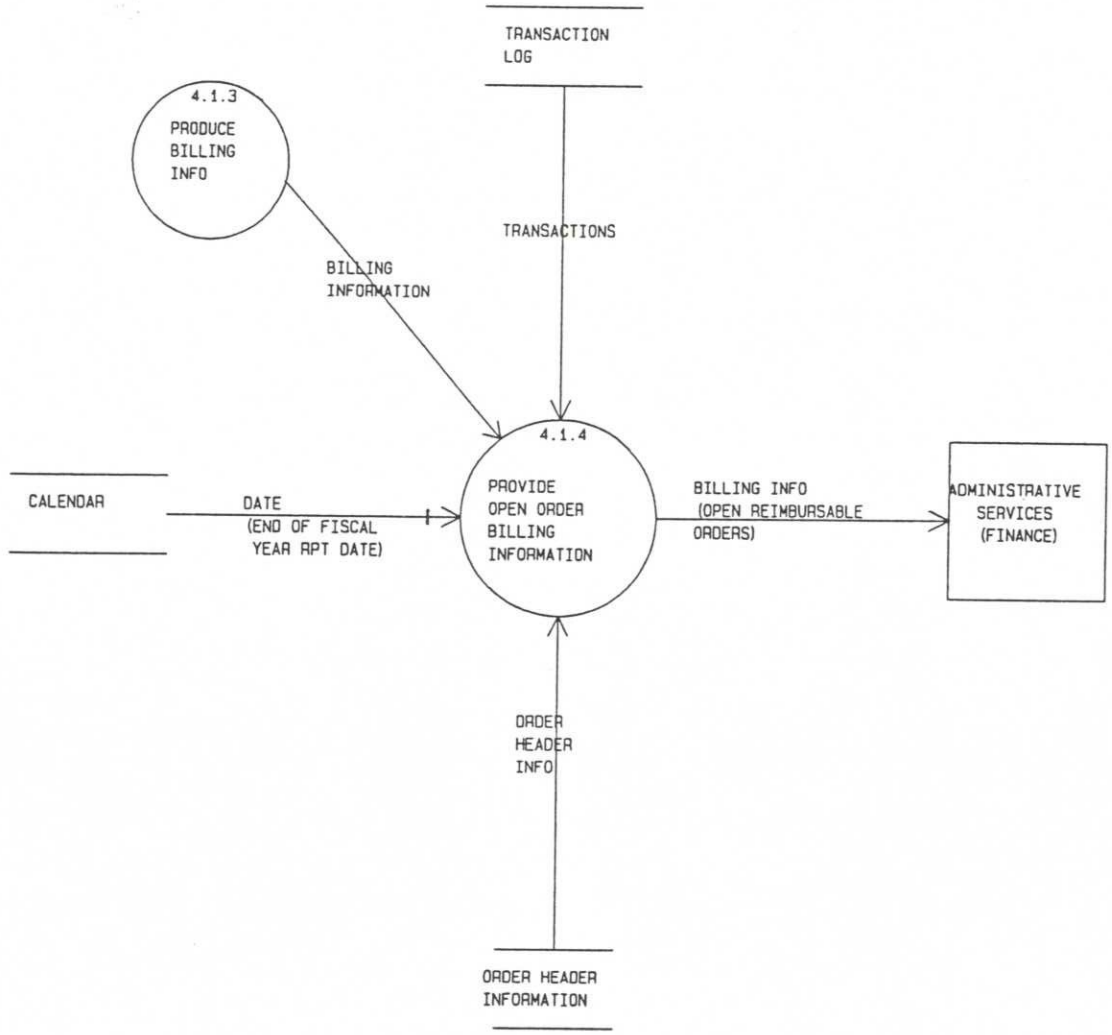
      2) Calculate the TRANSACTION TOTAL AMOUNT. This is derived by multiplying the transaction CACHE ITEM QTY times the TRANSACTION AMOUNT.

C. Calculate ORDER TOTAL AMOUNT.

1) This is derived by Adding all Debit TRANSACTION AMOUNTs from all TRANSACTION - ISSUE CACHE ITEMS and TRANSACTION - CLOSE WORKORDER (parts). Subtract all Credit TRANSACTION AMOUNTs from all TRANSACTION - RETURN, TRANSACTION - CORRECT KIT CONTENTS, and TRANSACTION - CLOSE WORKORDER.

7. Forward BILLING INFORMATION to ADMINISTRATIVE SERVICES (FINANCE).

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.1.4 PROVIDE OPEN ACCTSUMMARY
Filename : acct_sum.trg
Chart created on : Jun-05-1993
by user : J.CROSBY
Last modified on : Sep-01-1993
by user : C.SCHAFER



Process Specification: 4.1.4 Provide Open Order Billing Information

September 30, 1993

Description: This is the process to provide an open account summary to finance for end of fiscal year billing. This report is generated only for reimbursable orders (non-fire).

1. DATE (END OF FISCAL YEAR REPORTING DATE) trigger is Received from CALENDAR.

2. Identify open reimbursable orders:

   A. Search through ORDER HEADER INFO to Locate ORDER NUMBERs ACCOUNTING CODE (ISSUING OFFICE) is not "1550" for BLM , or "PXXXX..." for USFS and whose DATE (INCIDENT/PROJECT CLOSE) is either blank or within 60 days of DATE (INCIDENT/PROJECT CLOSE).

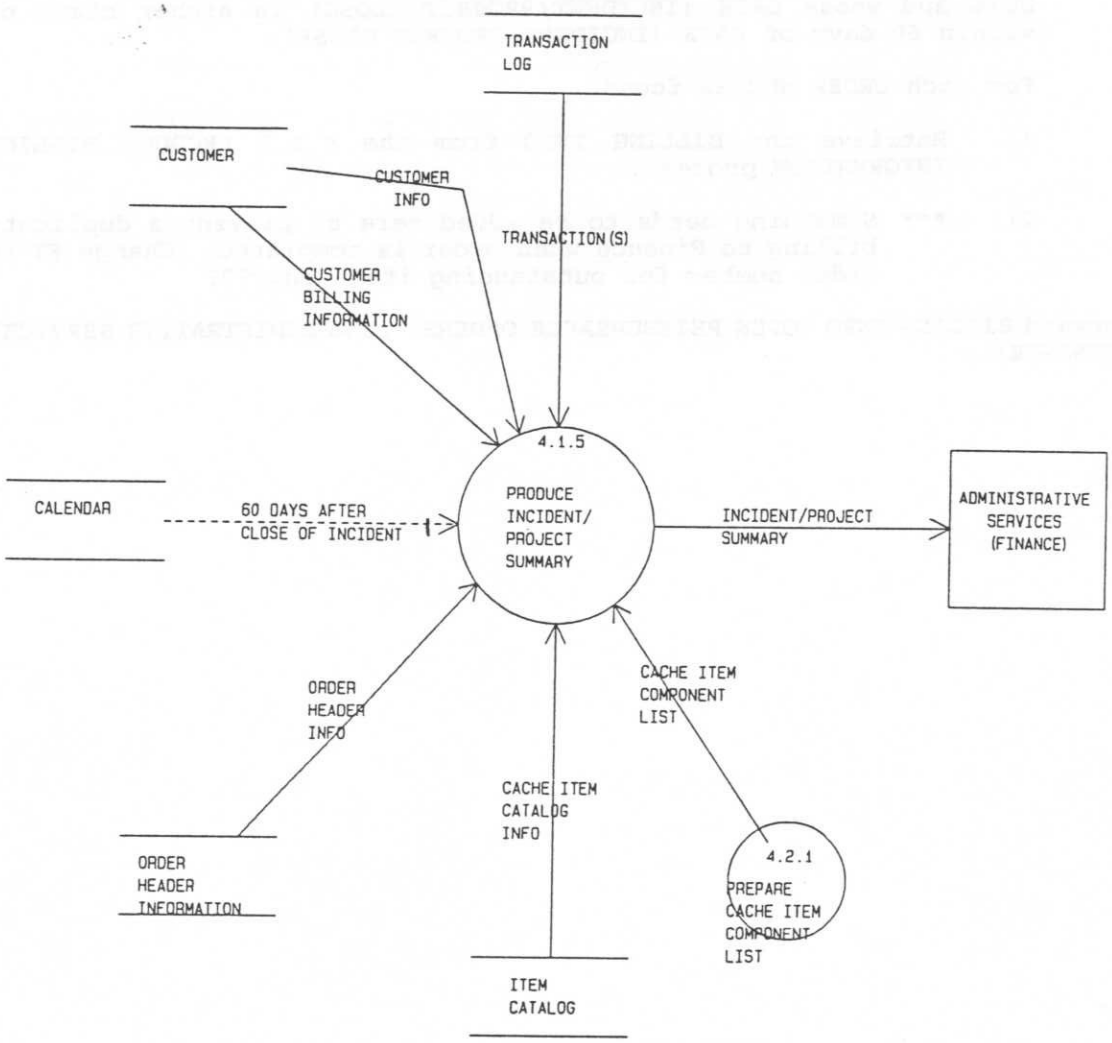
   B. For each ORDER NUMBER found,

      1). Retrieve the BILLING INFO from the 4.1.3 PRODUCE BILLING INFORMATION process.

      2). *** Something needs to be added here to prevent a duplicate billing to Finance when order is completed. Change FY in order number for outstanding items only???

3. Forward BILLING INFO (OPEN REIMBURSABLE ORDERS) to ADMINISTRATIVE SERVICES (FINANCE).

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.1.5 PRODUCE INC/PROJ SUMMARY
Filename : inc_summ.trg
Chart created on : Jun-05-1993
by user : J.CROSBY
Last modified on : Sep-28-1993
by user : C. SCHAFER



Process Specification: 4.1.5 Produce Incident/Project Summary

September 30, 1993

Description: This is the process to produce an Incident/Project Summary to provide to Administrative Services (Finance) 60 days from close of Incident/Project. (Reimbursable only e.g. State cooperator)

The following Business Rules have been established:

- The cache will forward a consolidated report of all transactions performed for an incident/project upon DATE (60 DAYS AFTER INCIDENT/PROJECT CLOSE). This Incident/Project Summary will serve as the trigger for Finance to initiate the billing process, if applicable.

- The Incident/Project Close date will be provided by the Geographic Area Coordination Center.

---

1. DATE (60 days after Incident/Project Close) is Received from CALENDAR.

2. Retrieve all ORDER HEADER INFORMATION based on ACCOUNTING CODE (CUSTOMER) or ORDER NUMBER from ORDER HEADER INFORMATION store.

3. Retrieve CUSTOMER INFORMATION from the CUSTOMER store based on UNIT IDENTIFIER (CUSTOMER) in the ORDER HEADER INFO.

4. Retrieve CUSTOMER BILLING INFORMATION from CUSTOMER store based on UNIT IDENTIFER (BILLING) from the CUSTOMER INFO.

5. Retrieve all TRANSACTIONs from TRANSACTION LOG store for ACCOUNTING CODE (ISSUING OFFICE).

6. Compile the report, sorted by TRANSACTION DOCUMENT NUMBER (ORDER NUMBER):

   For each ORDER NUMBER,

   A. Compile the ITEM SUMMARY portion of the report:

      1). For each CACHE ITEM (NON-ACCOUNTABLE)

         a. Retrieve CACHE ITEM CATALOG INFORMATION from ITEM CATALOG.

         b. Calculate CACHE ITEM QTY (ISSUED) (TOTAL).

            1 - If CACHE ITEM is a consolidated item, Calculate CACHE ITEM QTY (ISSUED) (COMPONENT) for each component.

               A - Retrieve CACHE ITEM COMPONENT INFO from CACHE ITEM COMPONENTS store.

                  1) - For each CACHE ITEM (COMPONENT)

                     a - CACHE ITEM QTY (ISSUED IN KITS) (TOTAL) (UPDATED) equals CACHE ITEM QTY (ISSUED IN KITS) (TOTAL) plus the total of CACHE ITEM QTY (ISSUED) (CONSOLIDATED) multiplied by (CACHE ITEM QTY (COMPONENT - REQUIRED IN KIT) minus CACHE ITEM QTY (CORRECTED) from TRANSACTION - CORRECT KIT CONTENTS).

2 - If CACHE ITEM is an individual item

A - CACHE ITEM QTY (ISSUED AS INDIVIDUAL ITEMS) (TOTAL) (UPDATED) equals CACHE ITEM QTY (ISSUED AS INDIVIDUAL ITEMS) (TOTAL) plus CACHE ITEM QTY (ISSUED) from TRANSACTION - ISSUE CACHE ITEMS.

c. Calculate CACHE ITEM QTY (RETURNED) (TOTAL).

1 - CACHE ITEM QTY (RETURNED) (TOTAL) equals the total of CACHE ITEM QTY (RETURNED) from all TRANSACTION - RETURN.

d. Calculate CACHE ITEM QTY (OUTSTANDING).

1 - CACHE ITEM QTY (OUTSTANDING) equals (CACHE ITEM QTY (ISSUED IN KITS) (TOTAL) plus CACHE ITEM QTY (ISSUED AS INDIVIDUAL ITEMS) (TOTAL)) minus CACHE ITEM QTY (RETURNED) (TOTAL).

e. Calculate CACHE ITEM TOTAL OUTSTANDING COST.

1 - CACHE ITEM TOTAL OUTSTANDING COST equals ITEM OUTSTANDING QTY multiplied by CACHE ITEM ISSUE UNIT PRICE.

2). Calculate TOTAL OUTSTANDING COST (NON-ACCOUNTABLE) for ITEM SUMMARY.

a. TOTAL OUTSTANDING COST (NON-ACCOUNTABLE) equals the sum of all CACHE ITEM TOTAL OUTSTANDING COSTs.

B. Compile the ACCOUNTABLE PROPERTY SUMMARY portion of the report:

1). For each CACHE ITEM (ACCOUNTABLE)

a. Retrieve CACHE ITEM CATALOG INFORMATION from ITEM CATALOG.

b. List all ACCOUNTABLE PROPERTY NUMBERs (ISSUED) in TRANSACTION - ISSUE CACHE ITEMS from TRANSACTION LOG store.

c. Search through TRANSACTION - RETURN (CREDIT) for ACCOUNTABLE PROPERTY NUMBER and matching ACCOUNTING CODE (ISSUING OFFICE) to determine whether the item has been returned)

If found

1 - CACHE ITEM RETURNED INDICATOR = "RETURNED".

d. If CACHE ITEM (ACCOUNTABLE) was Issued as part of a Kit, Indicate Kit Issuance.

1 - If the CACHE ITEM NUMBER (KIT) is not blank (which means that the accountable property item was assigned as a component of a kit),

a - Enter CACHE ITEM NUMBER (KIT)

2). Calculate ACCOUNTABLE PROPERTY OUTSTANDING PRICE.

a. ACCOUNTABLE PROPERTY OUTSTANDING PRICE equals the sum of all ACCOUNTABLE PROPERTY REPLACEMENT COSTs.

C. Compile the R&R PARTS SUMMARY portion of the report:

1). For each CACHE ITEM (REPAIR PART)

a. Retrieve CACHE ITEM CATALOG INFORMATION from ITEM CATALOG.

b. Calculate CACHE ITEM QTY (PARTS) (TOTAL).

1 - CACHE ITEM QTY (PARTS) (TOTAL) (UPDATED) equals CACHE ITEM QTY (PARTS) (TOTAL) plus CACHE ITEM QTY (REPAIR PARTS) from TRANSACTION - REPAIR PARTS.

c. Calculate CACHE ITEM TOTAL PARTS COST.

1 - CACHE ITEM TOTAL PARTS COST equals CACHE ITEM QTY (PARTS) (TOTAL) multiplied by CACHE ITEM ISSUE UNIT PRICE.

2). Calculate WORKORDER SERVICE COST (TOTAL).

a. WORKORDER SERVICE COST (TOTAL) (UPDATED) equals WORKORDER SERVICE COST (TOTAL) plus TRANSACTION AMOUNT (WORKORDER SERVICE COST) from TRANSACTION - WORKORDER SERVICE COST.

3). Calculate R & R TOTAL COST.

a. R & R TOTAL COST equals the sum of all CACHE ITEM TOTAL PARTS COSTs plus WORKORDER SERVICE COST (TOTAL).

D. Compile KIT SUMMARY portion of the report:

1). For each CACHE ITEM (CONSOLIDATED)

a. Retrieve CACHE ITEM CATALOG INFORMATION from ITEM CATALOG.

b. Calculate CACHE ITEM QTY (ISSUED) (TOTAL).

1 - CACHE ITEM QTY (ISSUED) (TOTAL) (UPDATED) equals CACHE ITEM QTY (ISSUED) (TOTAL) plus CACHE ITEM QTY (ISSUED) from TRANSACTION - ISSUE CACHE ITEMS.

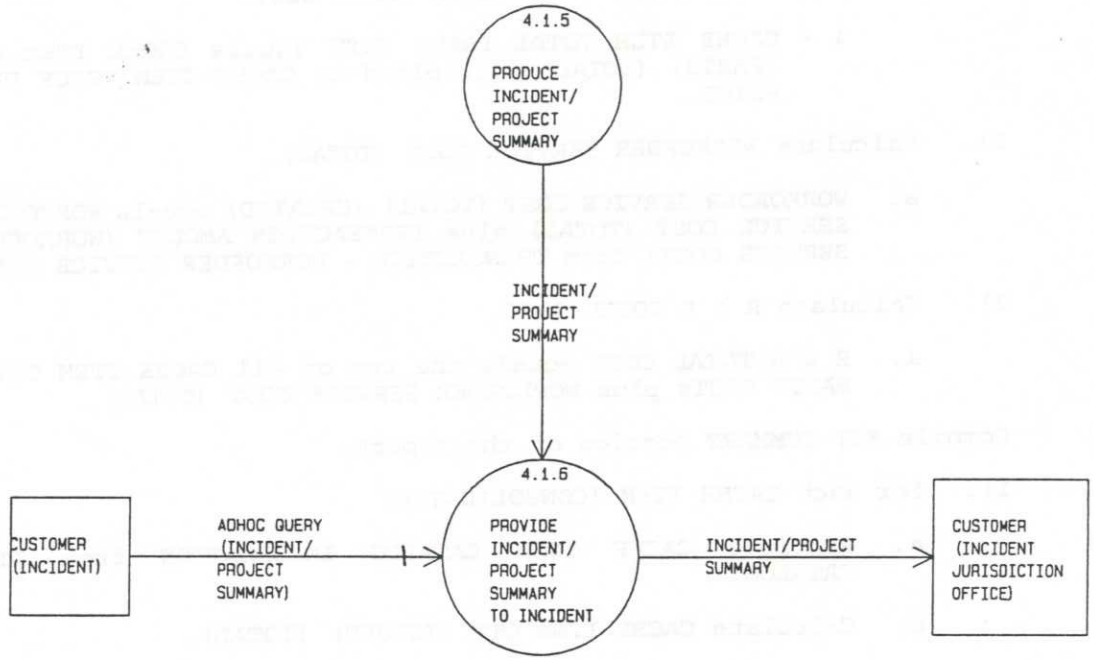
E. Calculate the ORDER TOTAL AMOUNT.

7. Calculate the GRAND TOTAL INCIDENT SUMMARY COST.

8. Generate INCIDENT/PROJECT SUMMARY.

9. Forward INCIDENT/PROJECT SUMMARY to ADMINISTRATIVE SERVICES (FINANCE).

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : inc_sum2
Filename : inc_sum2.trg
Chart created on : Jun-05-1993
by user : J.CROSBY
Last modified on : Sep-01-1993
by user : J. Crosby



Process Specification: 4.1.6 Provide Incident Summary to Incident

September 30, 1993

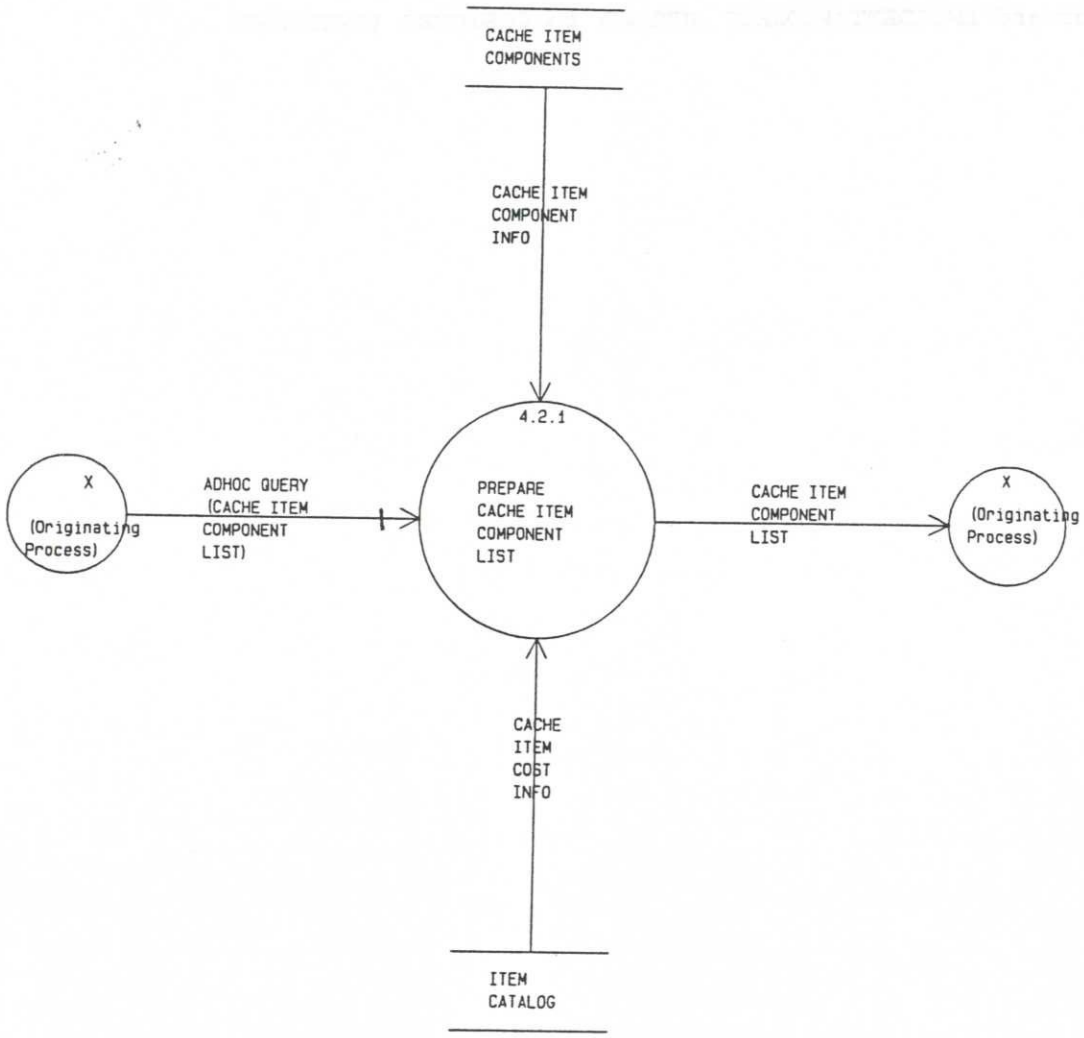
Description: This is the process to provide a summary of all cache transactions related to a particular incident/project.

1. Receive ADHOC QUERY (INCIDENT SUMMARY) from CUSTOMER (INCIDENT).

2. Refer to 4.1.5 PRODUCE INCIDENT/PROJECT SUMMARY, Steps 2. - 14.

3. Forward INCIDENT/PROJECT SUMMARY to CUSTOMER (INCIDENT).

Project : W:\GA\ECPLUS32\NACS_SA\
Chart : 4.2.1 PREPARE COMPONENT LIST
Filename : comp_lst.trg
Chart created on : Sep-02-1993
by user : J.CROSBY
Last modified on : Sep-02-1993
by user : J.CROSBY



Process Specification: 4.2.1 Prepare Cache Item Component List

September 30, 1993

Description: This is the process to create a list of all the components required to create a CACHE ITEM (CONSOLIDATED).

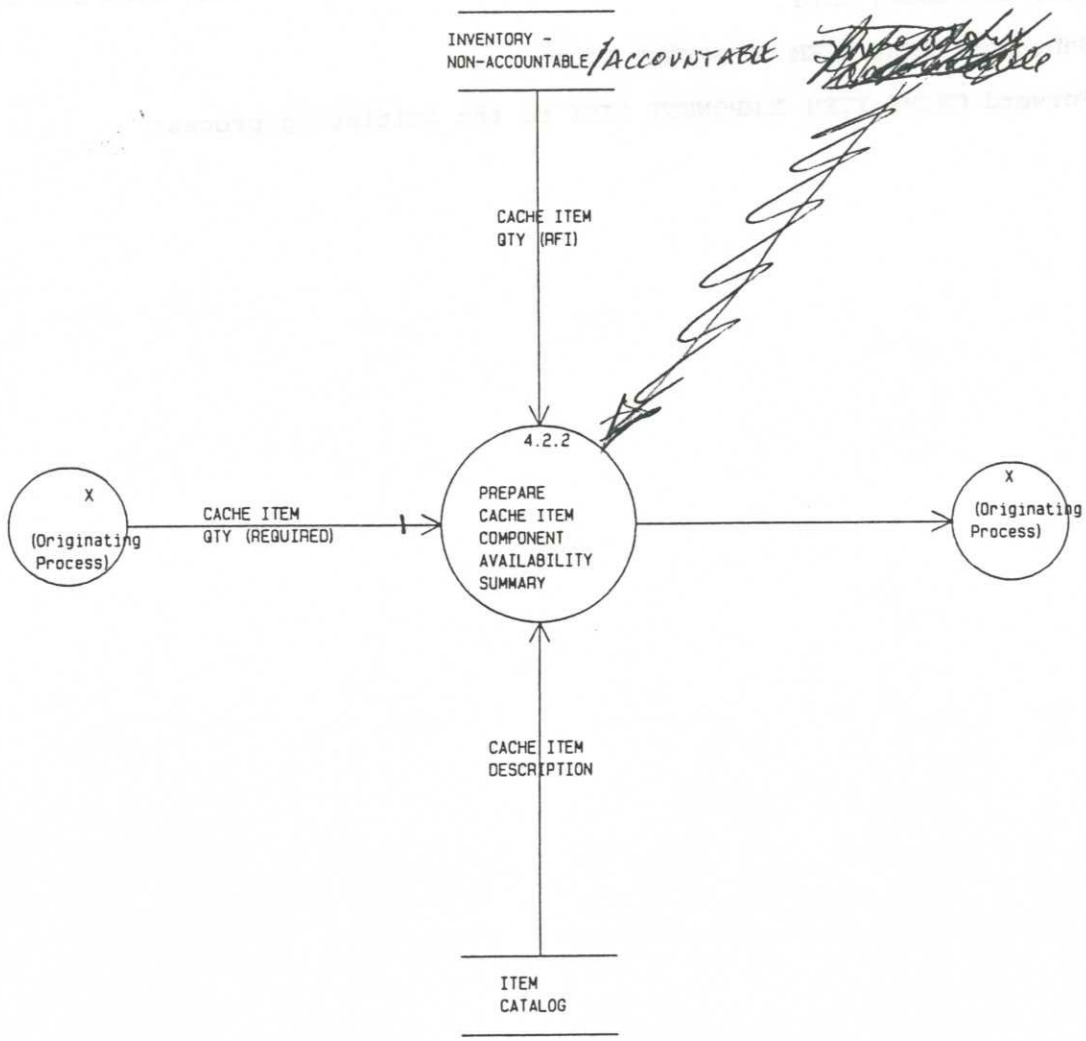
1. Retrieve the CACHE ITEM COMPONENT INFO from the CACHE ITEM COMPONENTS store for the CACHE ITEM (CONSOLIDATED).

2. Retrieve the CACHE ITEM COST INFO from the ITEM CATALOG for the CACHE ITEM (CONSOLIDATED) and all identified CACHE ITEM (COMPONENTs) from the CACHE ITEM COMPONENT LIST.

3. Generate CACHE ITEM COMPONENT LIST.

4. Forward CACHE ITEM COMPONENT LIST to the initiating process.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.2.2 PREPARE COMPONT AVAIL RPT
Filename : comp_avl.trg
Chart created on : Sep-02-1993
by user : J.CROSBY
Last modified on : Sep-02-1993
by user : J.CROSBY



Process Specification: 4.2.2 Prepare Cache Item Component Availability Summary

September 30, 1993

Description: This is the process to generate a summary that provides information about how many CACHE ITEMs (CONSOLIDATED) can be built from the existing inventory levels of CACHE ITEM (COMPONENTs). The report also provides a summary of how many CACHE ITEM COMPONENTS are short.

1. Generate the CACHE ITEM COMPONENT AVAILABILITY SUMMARY.

   A. For each CACHE ITEM NUMBER (COMPONENT) on the CACHE ITEM COMPONENT LIST:

      1) Retrieve CACHE ITEM QTY (RFI) from the INVENTORY - NON-ACCOUNTABLE store.

      2) Calculate the CACHE ITEM QTY (BUILDABLE-COMPONENT) = CACHE ITEM QTY (RFI) ÷ CACHE ITEM QTY (COMPONENT). This is the number of cache items (e.g. kits) that can be build for this individual component.

         Note: You may need to convert the CACHE ITEM QTY (RFI) from the CACHE ITEM ISSUE UNIT from the ITEM CATALOG to the CACHE ITEM ISSUE UNIT in the CACHE ITEM COMPONENT store.

      3) Calculate the CACHE ITEM QTY (BUILDABLE)

         CACHE ITEM QTY (BUILDABLE) is the number of complete cache items that can be built based on the current inventory levels of the required components -- this is derived by taking the highest quantity of CACHE ITEM QTY (BUILDABLE-COMPONENT) that is common among all components. (e.g. if the first component's CACHE ITEM QTY (BUILDABLE-COMPONENT = 10, the second component's CACHE ITEM QTY (BUILDABLE-COMPONENT = 12, and the third component's CACHE ITEM QTY (BUILDABLE-COMPONENT) = 6 -- the CACHE ITEM QTY (BUILDABLE) is 6.)

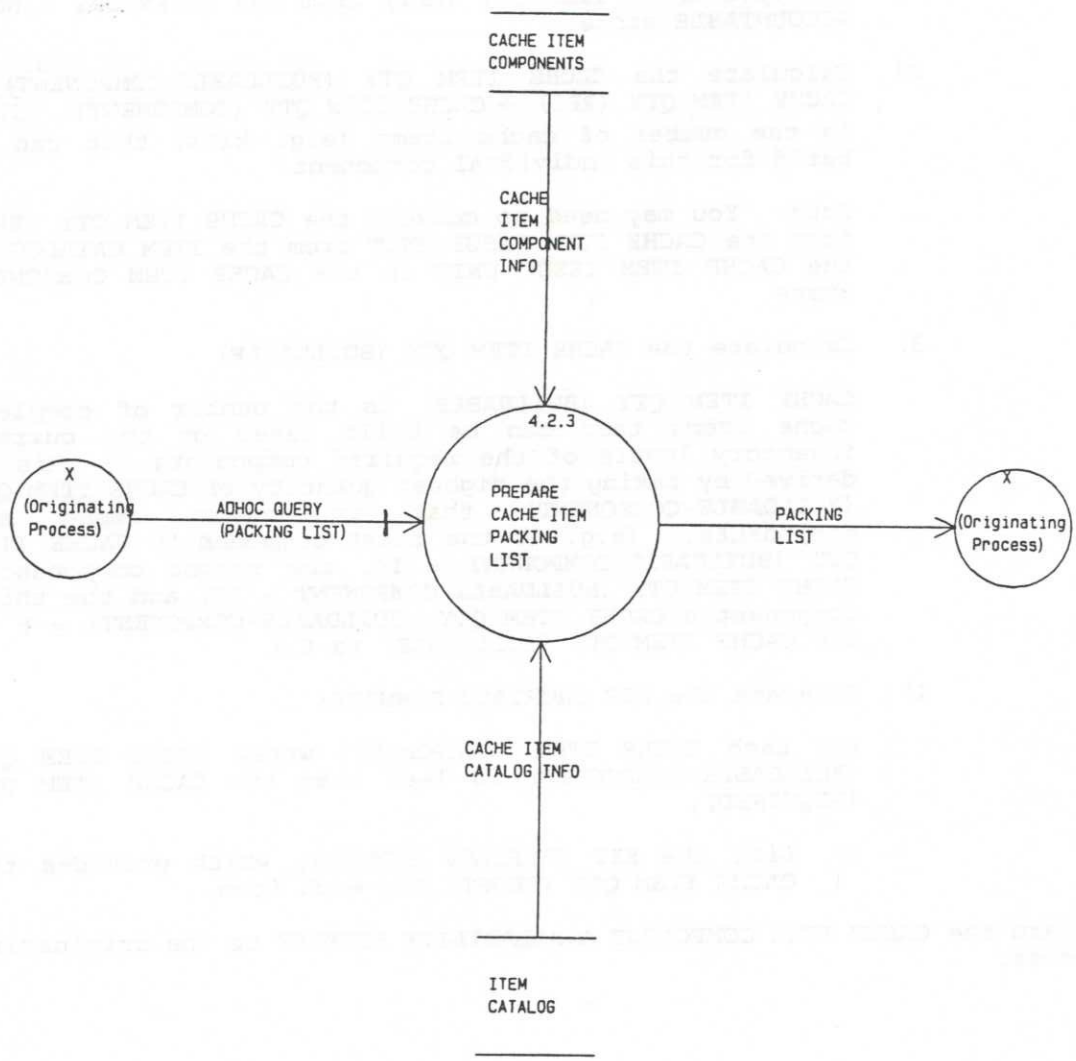
      4) Generate the KIT SHORTAGE SUMMARY:

         For each CACHE ITEM (COMPONENT) whose CACHE ITEM QTY (BUILDABLE-COMPONENT) is less than the CACHE ITEM QTY (REQUIRED),

         a) List the KIT SHORTAGE SUMMARY, which provides the CACHE ITEM QTY (SHORT) for each item.

2. Forward the CACHE ITEM COMPONENT AVAILABILITY SUMMARY to the originating process.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.2.3 PREPARE PACKING LIST
Filename : pack_lst.trg
Chart created on : Sep-02-1993
by user : J.CROSBY
Last modified on : Sep-02-1993
by user : J.CROSBY



Process Specification: 4.2.3 Prepare Cache Item Packing List

September 30, 1993

Description: This is the process to generate the packing list that contains a list of all CACHE ITEM (COMPONENTs) contained within the CACHE ITEM (CONSOLIDATED).

1. Retrieve CACHE ITEM COMPONENT INFO for the required item from the CACHE ITEM COMPONENT store.

2. For each of the CACHE ITEM NUMBER (COMPONENTs),

   A. Retrieve CACHE ITEM COMPONENT CATALOG INFO from the ITEM CATALOG store.

3. Generate the CACHE ITEM PACKING LIST.

   A. Print the ADDRESS (ISSUING CACHE) at the top.

   B. Print the information for CACHE ITEM (CONSOLIDATED) which consists of:

      CACHE ITEM NUMBER, CACHE ITEM PRINCIPLE NAME, CACHE ITEM DESCRIPTION, CACHE ITEM ISSUE UNIT WEIGHT, CACHE ITEM ISSUE UNIT CUBIC FEET.

   C. Print the information for each of the CACHE ITEM (COMPONENTS) which consists of:

      CACHE ITEM NUMBER, CACHE ITEM PRNCIPLE NAME, CACHE ITEM DESCRIPTION, CACHE ITEM ISSUE UNIT (COMPONENT), AND CACHE ITEM QTY (COMPONENT).

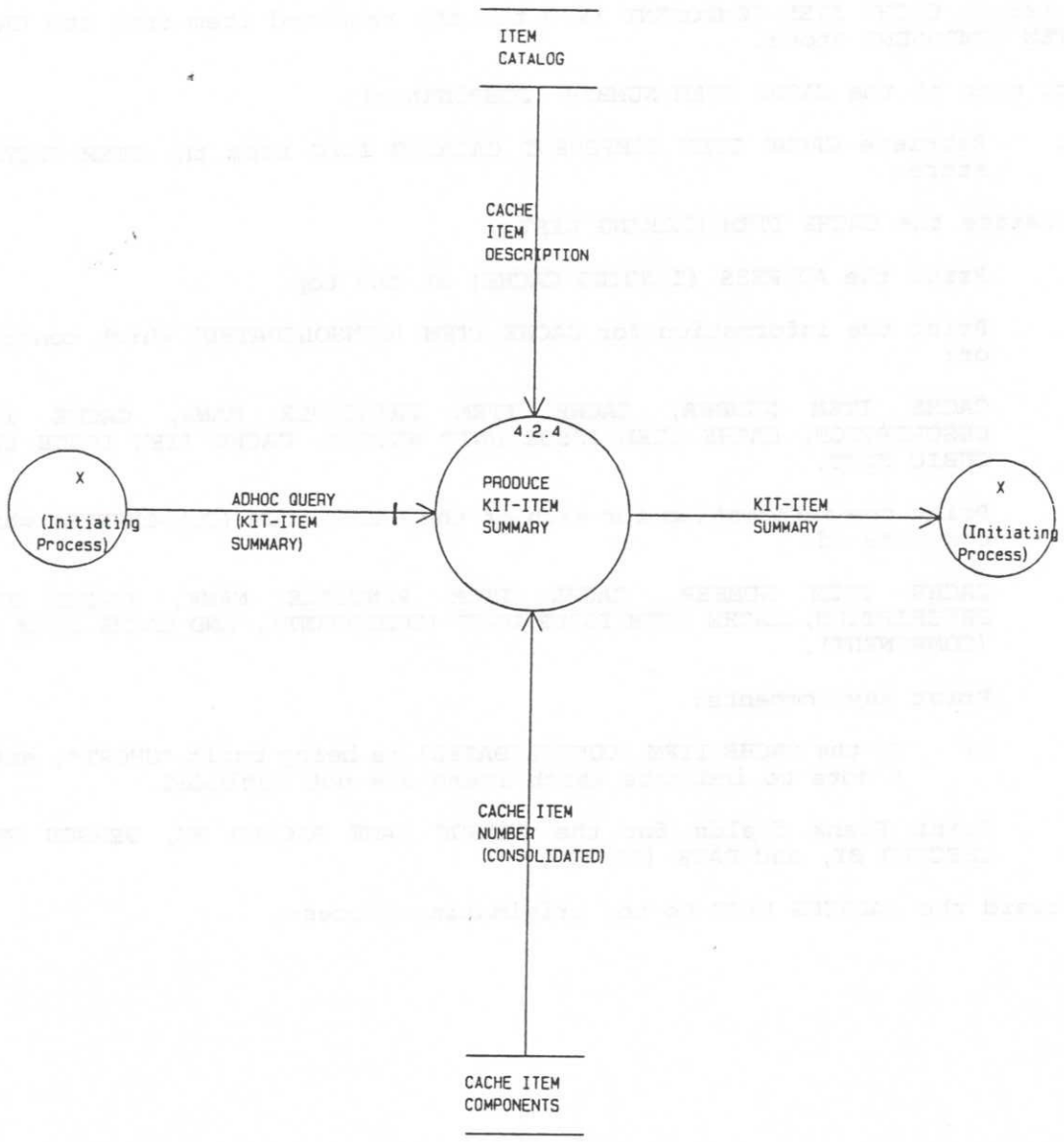
   D. Print any comments:

      1) If the CACHE ITEM (CONSOLIDATED) is being built "SHORT", enter a note to indicate which items are not included.

   E. Print Blank fields for the PERSON NAME PACKED BY, PERSON NAME CHECKED BY, and DATE (PACKED).

4. Forward the PACKING LIST to the originating process.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.2.4 PROD KIT-ITEM SUMMARY
Filename : kit_sum.trg
Chart created on : Aug-12-1993
by user . C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CHOSBY



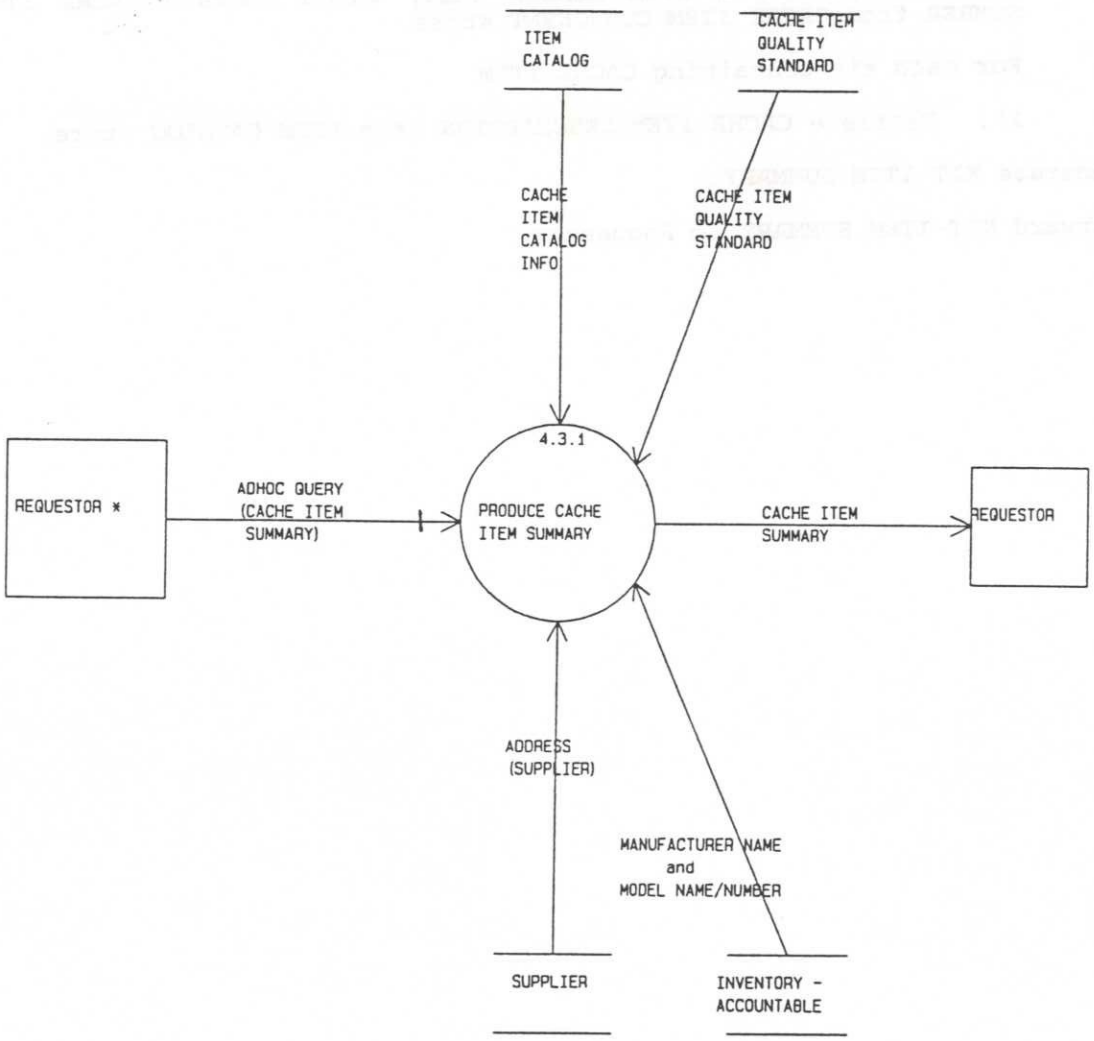
Process Specification: 4.2.4 Produce Kit-Item Summary

September 30, 1993

Description: This is the process to produce a list of all CACHE ITEMs (CONSOLIDATED) that contain a particular CACHE ITEM (COMPONENT). For example, this report could be used to find all the kits that contain "shovels".

1. Receive ADHOC QUERY (KIT-ITEM SUMMARY).
2. For each CACHE ITEM NUMBER
   A. Retrieve CACHE ITEM DESCRIPTION from ITEM CATALOG store.
   B. Retrieve all CACHE ITEM NUMBER (KIT) which contain CACHE ITEM NUMBER from CACHE ITEM COMPONENT store.
   C. For each kit containing CACHE ITEM
      1). Retrieve CACHE ITEM DESCRIPTION from ITEM CATALOG store.
3. Generate KIT-ITEM SUMMARY.
4. Forward KIT-ITEM SUMMARY to Requestor.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.3.1 PROD CACHE ITEMSUMMARY
Filename : itm_sum.trg
Chart created on : Aug-12-1993
by user . C.SCHAFER
Last modified on : Sep-02-1993
by user . J.CROSBY



Process Specification: 4.3.1 Produce Cache Item Summary

September 30, 1993

Description: This is the process to produce a printout of all pertinent information about a particular CACHE ITEM. Includes catalog, supplier, manufacturer/model information.

1. Receive ADHOC QUERY (CACHE ITEM SUMMARY).

2. For the requested CACHE ITEM NUMBER,

   A. Retrieve CACHE ITEM CATALOG INFORMATION from ITEM CATALOG store.

   B. Retrieve ADDRESS (SUPPLIER) from SUPPLIER store.

   C. If CACHE ITEM is accountable property

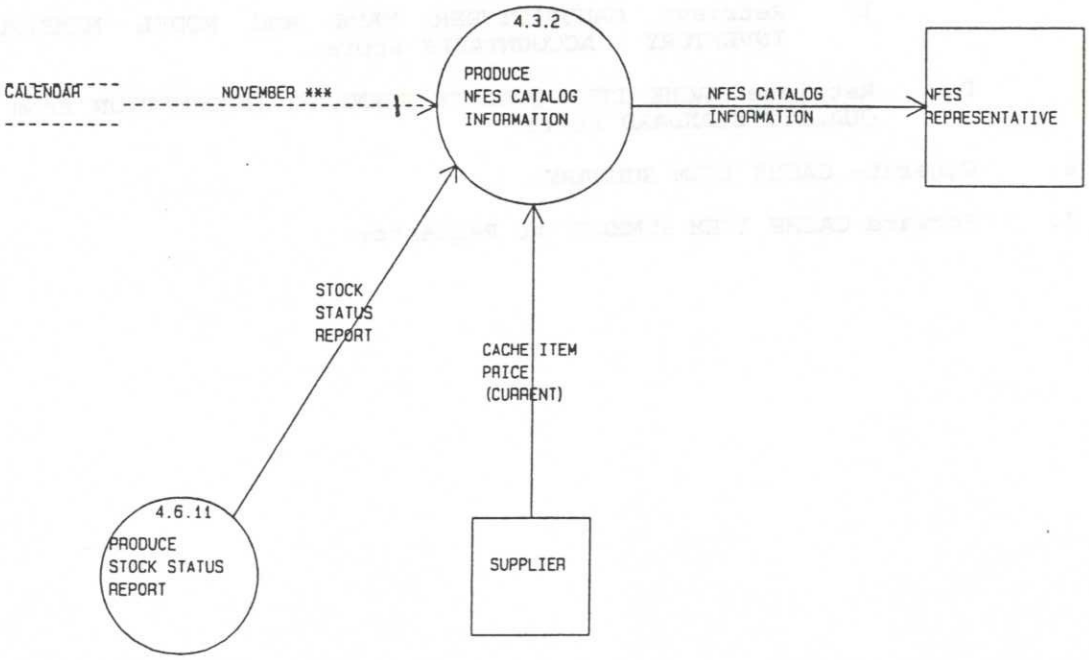
      1) Retrieve MANUFACTURER NAME and MODEL NAME/NUMBER from INVENTORY - ACCOUNTABLE store.

   D. Retrieve CACHE ITEM QUALITY STANDARD INFORMATION from CACHE ITEM QUALITY STANDARD store.

6. Generate CACHE ITEM SUMMARY.

7. Forward CACHE ITEM SUMMARY to Requestor.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.3.2 PROD NFES CATALOGINFO
Filename : nfes_cat.trg
Chart created on : Aug-12-1993
by user : C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CHUSBY



Process Specification: 4.3.2 Provide NFES Catalog Information

September 30, 1993

Description: This is the process to provide stocking information and local pricing information to the NFES representative for inclusion in the NFES catalog and standard pricing information.

1. DATE (NOVEMBER) trigger is Received from CALENDAR.

2. Retrieve STOCK STATUS REPORT for all CACHE ITEMs. (Refer to 4.6.11 PRODUCE STOCK STATUS REPORT.)

3. Review STOCK STATUS REPORT for items that will be supplied nationally. (Items not stocked solely as repair part or as component of a consolidated item.)

   A. Produce NFES CATALOG INFORMATION.

      1). List each CACHE ITEM that will be supplied nationally.

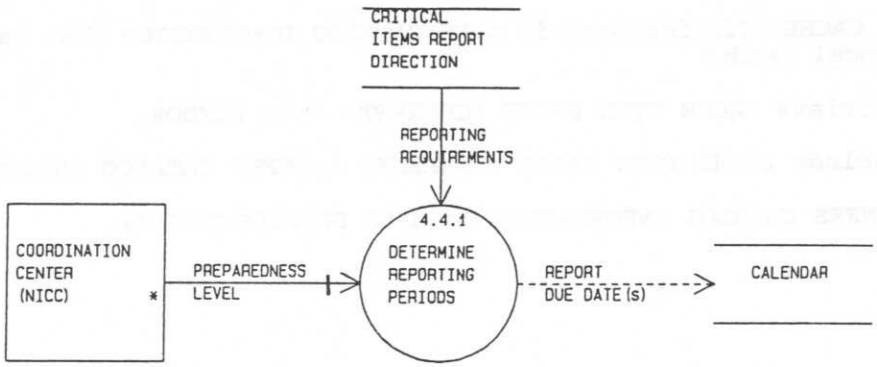
4. For each CACHE ITEM included in NFES CATALOG INFORMATION that is procured from a local vendor

   A. Retrieve CACHE ITEM PRICE (CURRENT) from VENDOR.

   B. Include CACHE ITEM PRICE (CURRENT) in NFES CATALOG INFORMATION.

5. Forward NFES CATALOG INFORMATION to NFES REPRESENTATIVE.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.4.1 determine reporting period
Filename : det_repo.trg
Chart created on : Jun-07-1993
by user : J.CROSBY
Last modified on : Aug-16-1993
by user : C.SCHAFER



Process Specification: 4.4.1 Determine Reporting Periods

September 30, 1993

Description: This is the process to identify the reporting periods for the Critical Items List.

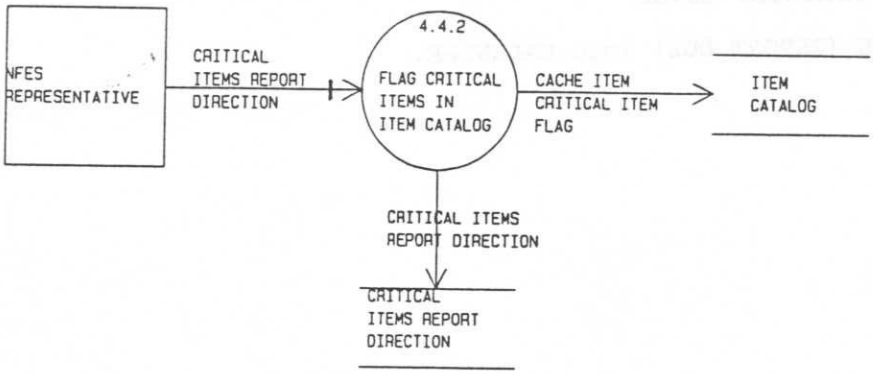
1. Receive PREPAREDNESS LEVEL from COORDINATION CENTER (NICC).

2. Retrieve CRITICAL ITEMS REPORTING REQUIREMENTS for current PREPAREDNESS LEVEL from CRITICAL ITEMS REPORT DIRECTION store.

3. Establish report due date(s) in the CRITICAL ITEMS REPORTING INSTRUCTIONS for current PREPAREDNESS LEVEL.

   A. Enter DATE (REPORT DUE) into CALENDAR.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.4.2 flag critical items
Filename : flag_itm.trg
Chart created on : Jun-07-1993
by user . J.CROSBY
Last modified on : Aug-16-1993
by user : C.SCHAFER



Process Specification: 4.4.2 Flag Critical Items in Item Catalog

September 30, 1993

Description: This is the process to identify the Critical Items List in the Item Catalog.

1. Receive CRITICAL ITEMS REPORT DIRECTION from NFES REPRESENTATIVE.

2. For each CRITICAL ITEM,

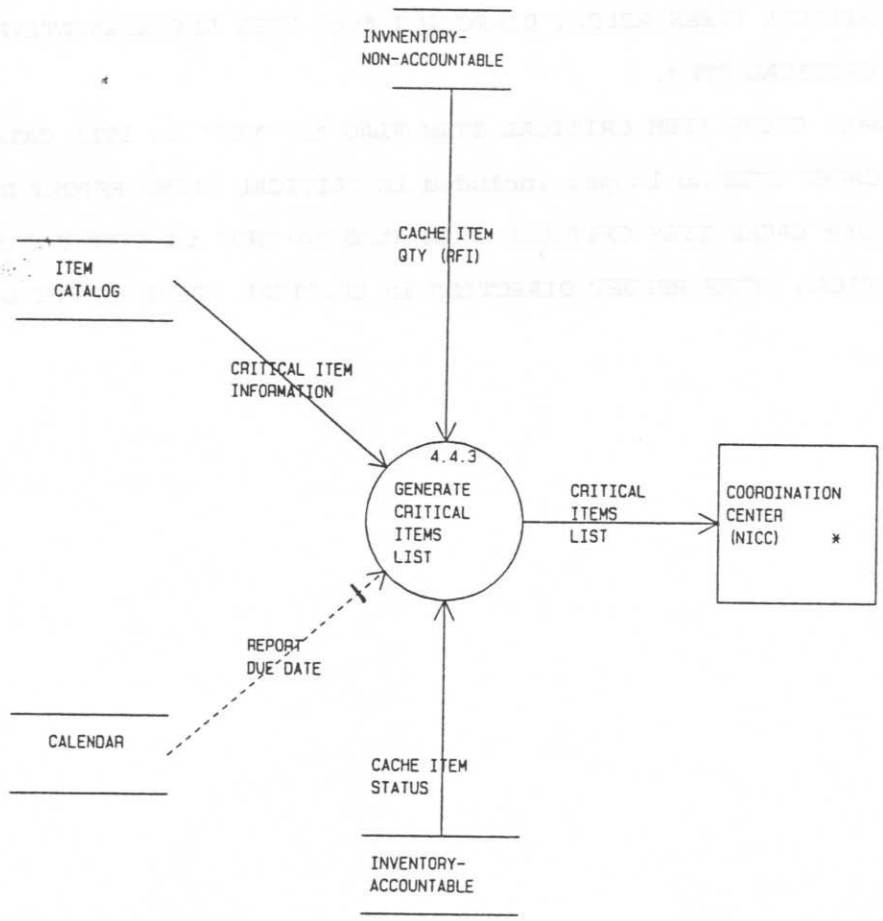
   A. Update CACHE ITEM CRITICAL ITEM FLAG to "YES" in ITEM CATALOG.

3. For each CACHE ITEM no longer included in CRITICAL ITEMS REPORT DIRECTION

   A. Update CACHE ITEM CRITICAL ITEM FLAG to "NO" in ITEM CATALOG.

4. Enter CRITICAL ITEMS REPORT DIRECTION in CRITICAL ITEMS REPORT DIRECTION store.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.4.3 generate critical items
Filename : gen_itm.trg
Chart created on : Jun-07-1993
by user : J.CROSBY
Last modified on : Aug-16-1993
by user : C.SCHAFER



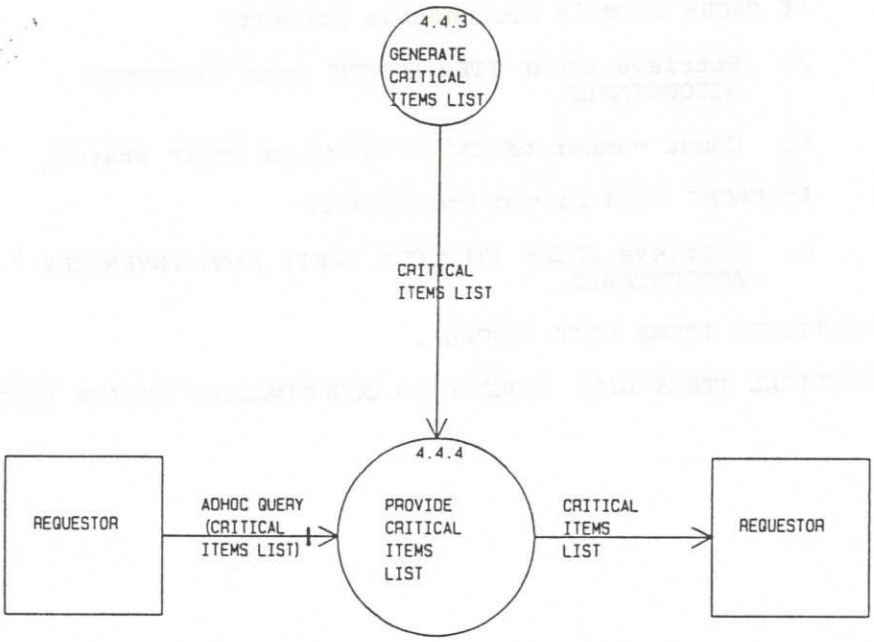
Process Specification: 4.4.3 Generate Critical Items List

September 30, 1993

Description: This is the process to produce the Critical Items List for the Coordination Center (NICC).

1. DATE (REPORT DUE DATE) trigger is Received from CALENDAR.
2. Retrieve CRITICAL ITEM INFORMATION from ITEM CATALOG store.
3. For each Critical Item
   A. Determine CACHE ITEM QTY (RFI).
      1. If CACHE ITEM is accountable property
         a. Retrieve CACHE ITEM STATUS from INVENTORY - ACCOUNTABLE.
         b. Count number of CACHE ITEMs in "RFI" status.
      2. If CACHE ITEM is non-accountable
         a. Retrieve CACHE ITEM QTY (RFI) from INVENTORY - NON-ACCOUNTABLE.
4. Generate CRITICAL ITEMS LIST (LOCAL).
5. Forward CRITICAL ITEMS LIST (LOCAL) to COORDINATION CENTER (NICC).

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.4.4 PROVIDE CRIT ITMSREPORT
Filename : crit_it2.trg
Chart created on : Jun-05-1993
by user : J.CROSBY
Last modified on : Sep-02-1993
by user : J.CROSBY



Process Specification: 4.4.4 Provide Critical Items List

September 30, 1993

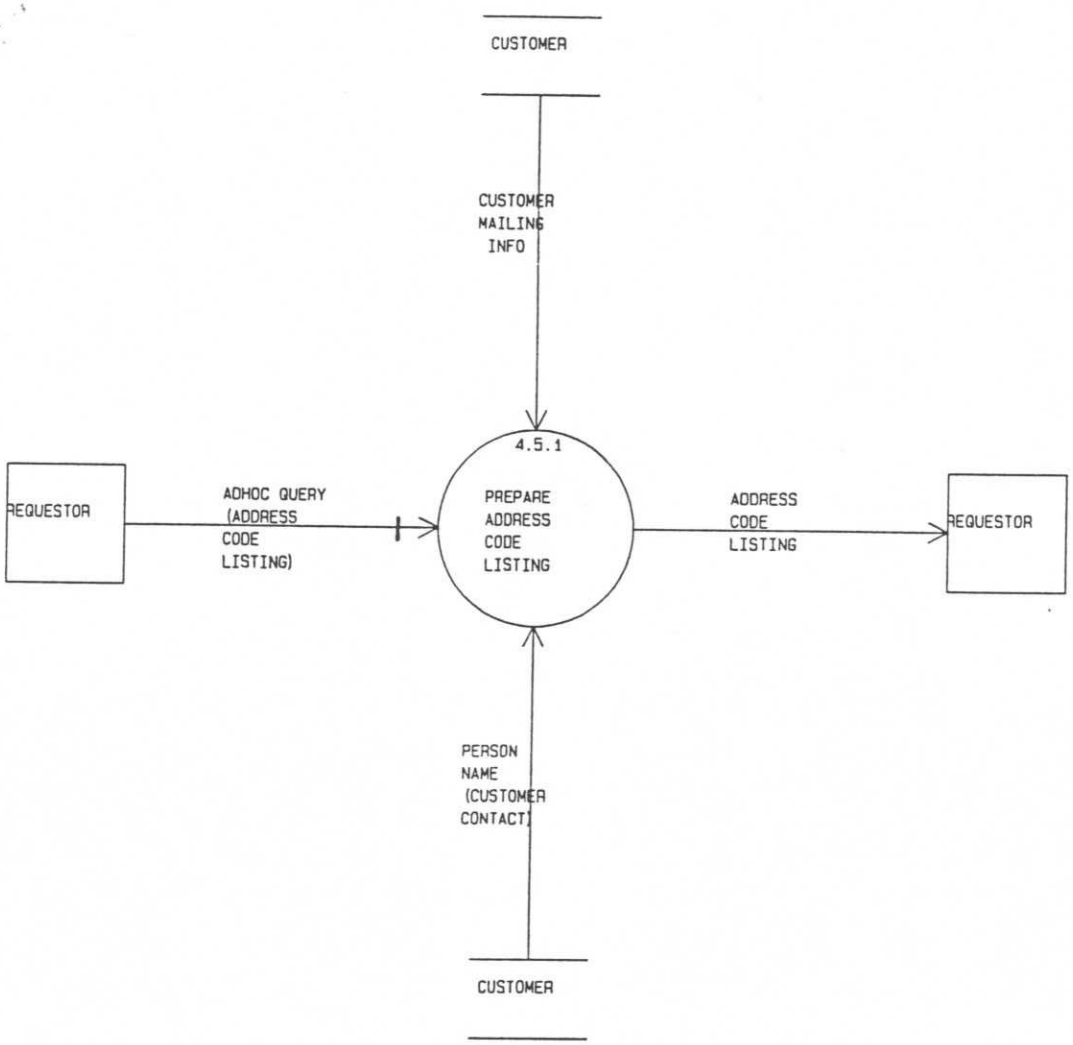
Description: This is the process to provide the current inventory levels of items that have been identified as critical items (items that are in short supply or high demand.)

1. Receive REQUEST FOR CRITICAL ITEMS LIST.

2. Refer to 4.4.3 GENERATE CRITICAL ITEMS LIST, Steps 2. - 6.

3. Forward CRITICAL ITEMS LIST to Requestor.

Project : W:\GA\ECPLUS32\NACS_SA\
Chart : 4.5.1 PREP ADDRESS CODE LISTING
Filename : address.trg
Chart created on : Aug-11-1993
by user . C.SCHAFER
Last modified on : Sep-02-1993
by user . J.CROSBY



Process Specification: 4.5.1 Prepare Address Code Listing

September 30, 1993

Description: This is a listing of all CUSTOMER and associated CUSTOMER CONTACT information.

1. Receive ADHOC QUERY (ADDRESS CODE LISTING).

2. For each CUSTOMER MAILING INFO in CUSTOMER store

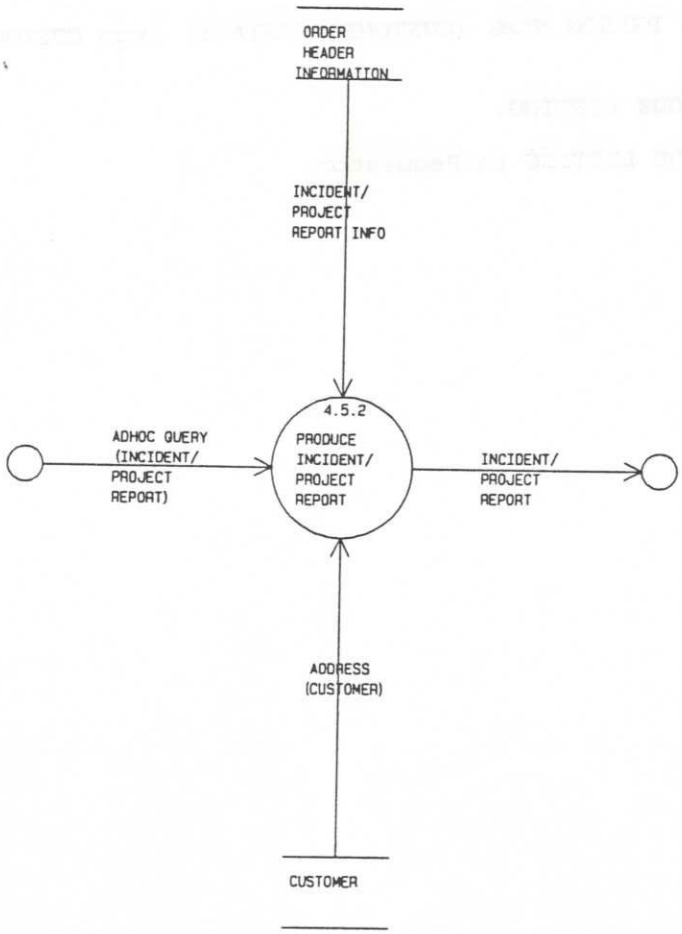
   A. Retrieve UNIT IDENTIFIER, ADDRESS, and PHONE NUMBER from CUSTOMER store.

   B. Retrieve all PERSON NAME (CUSTOMER CONTACT) from CUSTOMER CONTACT store.

3. Generate ADDRESS CODE LISTING.

4. Forward ADDRESS CODE LISTING to Requestor.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.5.2 produce incident/proj rpt
Filename : proj_rpt.trg
Chart created on : Oct-01-1993
by user : C. SCHAFER
Last modified on : Oct-01-1993
by user : C. SCHAFER



Process Specification: 4.5.2 Produce Incident/Project Report

September 30,1993

Description: This process generates a listing of all the incident/projects supported by the cache.

1. Generate the INCIDENT/PROJECT REPORT:

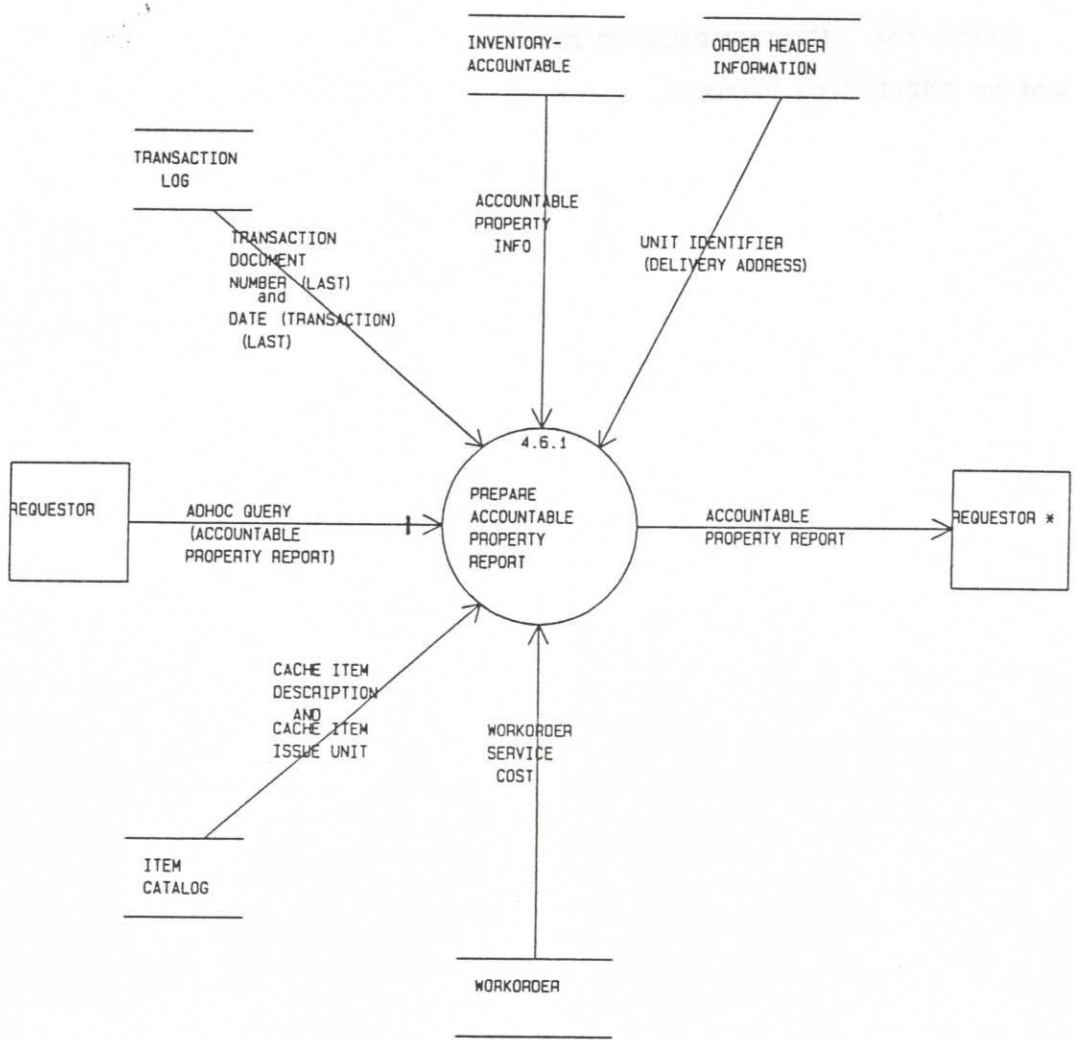
   A. Retrieve the INCIDENT/PROJECT REPORT INFO from the ORDER HEADER INFORMATION store.

   B. Retrieve the ADDRESS (CUSTOMER) from the CUSTOMER store based on the UNIT IDENTIFIER (CUSTOMER) in the INCIDENT/PROJECT REPORT INFO.

   C. Print the INCIDENT/PROJECT REPORT.

2. Return to INITIATING PROCESS.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.6.1 PREP ACCOUNTABLE PROPRPT
Filename : prop_rpt.trg
Chart created on : Aug-11-1993
by user : C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CHOSBY



Process Specification: 4.6.1 Prepare Accountable Property Report

September 30, 1993

Description: This is a listing that provides the current disposition of accountable property assigned to a cache.

1. Receive ADHOC QUERY (ACCOUNTABLE PROPERTY REPORT).

2. For each CACHE ITEM in INVENTORY - ACCOUNTABLE

   A. Retrieve ACCOUNTABLE PROPERTY INFO from INVENTORY - ACCOUNTABE store.

   B. Retrieve all WORKORDER SERVICE COST for CACHE ITEM from WORKORDER store.

      1). Calculate REPAIR COST.

         a. REPAIR COST is the total of all WORKORDER SERVICE COSTs for the CACHE ITEM.

   C. Retrieve CACHE ITEM DESCRIPTION and CACHE ITEM CACHE ITEM ISSUE UNIT PRICE (accountable property replacement cost) from ITEM CATALOG store.

   D. Retrieve TRANSACTION DOCUMENT NUMBER (LAST) and DATE (TRANSACTION) (LAST) from TRANSACTION LOG store.

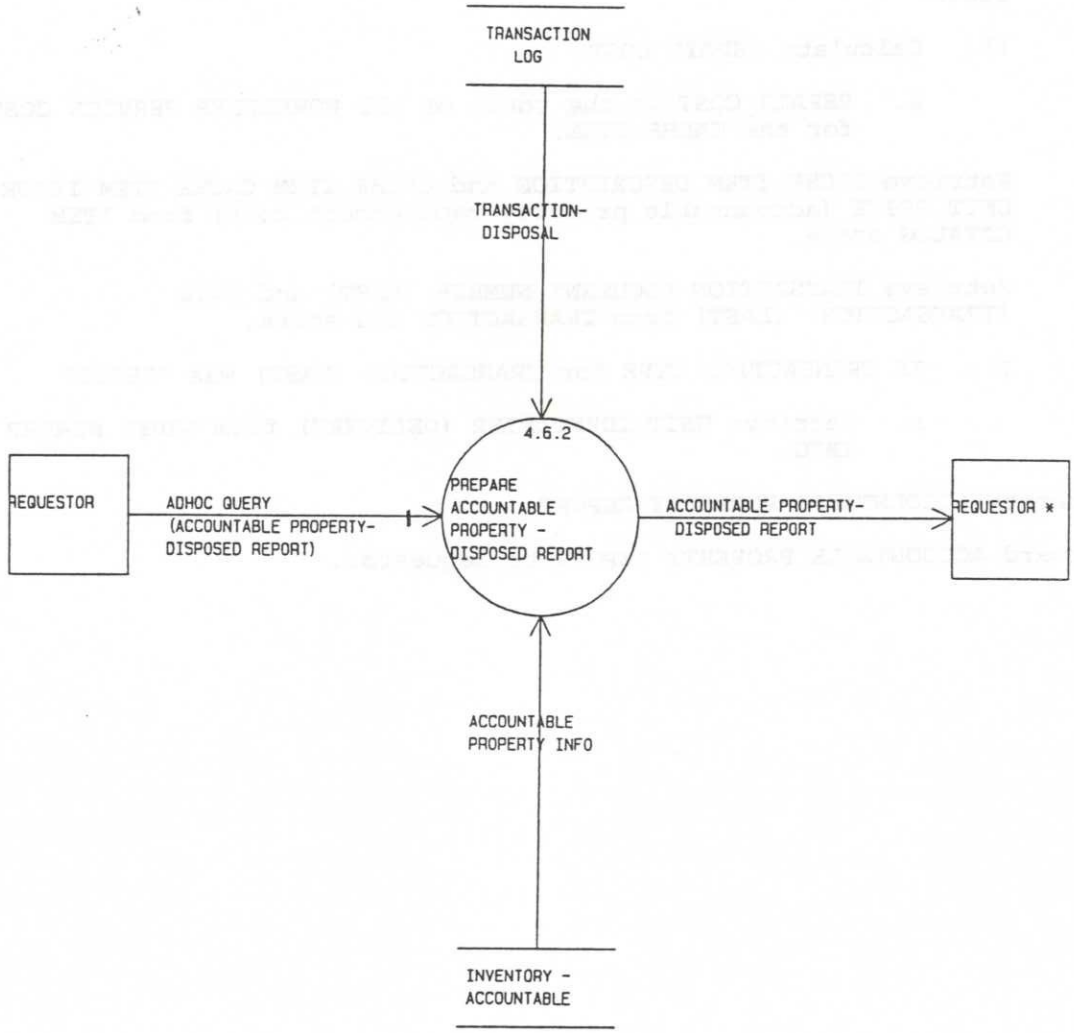
      1). If TRANSACTION TYPE for TRANSACTION (LAST) was "ISSUE"

         a. Retrieve UNIT IDENTIFIER (DELIVERY) from ORDER HEADER INFO.

4. Generate ACCOUNTABLE PROPERTY REPORT.

5. Forward ACCOUNTABLE PROPERTY REPORT to Requestor.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.6.2 ACCT/PROPERTY DISPOSED RPT
Filename : disposed.trg
Chart created on : Aug-11-1993
by user : C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CHOSBY



Process Specification: 4.6.2 Prepare Accountable Property - Disposed Report

September 30, 1993

Description: This is a listing of the information regarding accountable property that has been transferred, disposed, or listed as lost provided in response to an ad hoc request.

1. Receive ADHOC QUERY (ACCOUNTABLE PROPERTY - DISPOSED REPORT).

2. Retrieve all TRANSACTION - DISPOSAL from TRANSACTION LOG store.

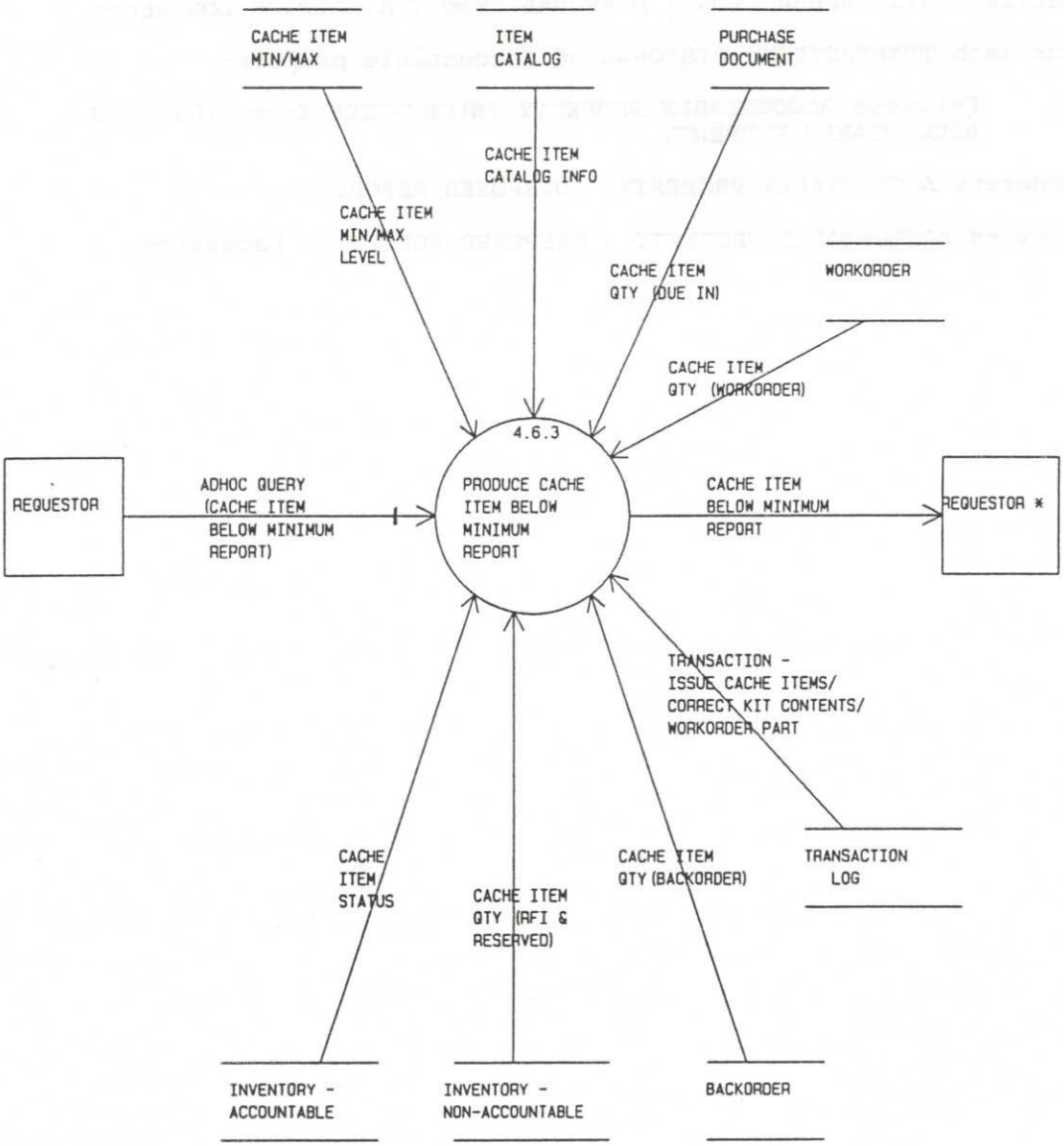
3. For each TRANSACTION -DISPOSAL of accountable property

   A. Retrieve ACCOUNTABLE PROPERTY INFORMATION from INVENTORY - ACCOUNTABLE PROPERTY.

4. Generate ACCOUNTABLE PROPERTY - DISPOSED REPORT.

5. Forward ACCOUNTABLE PROPERTY - DISPOSED REPORT to Requestor.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.6.3 PROD BELOW MINIMUMRPT
Filename : belo_min.trg
Chart created on : Aug-11-1993
by user : C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CHOSBY



Process Specification: 4.6.3 Produce Cache Item Below Minimum Report

September 30, 1993

Description: This is the process to produce a list of all the items whose CACHE ITEM QTY (RFI) is below the CACHE ITEM QTY (MINIMUM) stocking level.

1. Receive ADHOC QUERY (CACHE ITEM BELOW MINIMUM REPORT).

2. For each CACHE ITEM (including kits, consolidated items (e.g. shovel with sheath), and derived items (e.g. spool of shroud line broken down into 50 ft lengths) currently in INVENTORY:

   A. Retrieve CACHE ITEM CATALOG INFORMATION from ITEM CATALOG store.

   B. Retrieve CACHE ITEM MIN/MAX LEVEL from CACHE ITEM MIN/MAX store.

   C. Determine CACHE ITEM QTY (RFI) & (RESERVED).

      1). If CACHE ITEM is accountable property

         a. Retrieve CACHE ITEM STATUS from INVENTORY - ACCOUNTABLE.

         b. Count number of CACHE ITEMs in "RFI" status.

         c. Count number of CACHE ITEMs in "RESERVED" status.

      2). If CACHE ITEM is non-accountable

         a. Retrieve CACHE ITEM QTY (RFI) from INVENTORY - NON-ACCOUNTABLE.

         b. Retrieve CACHE ITEM QTY (RESERVED) from INVENTORY - NON-ACCOUNTABLE.

   D. Retrieve CACHE ITEM QTY (DUE IN) from PURCHASE DOCUMENT store. (This includes total qty from both outstanding Requisitions and Purchase Orders.)

      1). Calculate CACHE ITEM QTY (DUE IN) (TOTAL).

         a. CACHE ITEM QTY (DUE IN) (TOTAL) equals the total of CACHE ITEM QTY (DUE IN) from all PURCHASE DOCUMENT records.

   E. Retrieve CACHE ITEM QTY (BACKORDER) from BACKORDER store.

      1). Calculate CACHE ITEM QTY (BACKORDER) (TOTAL).

         a. CACHE ITEM QTY (BACKORDER) (TOTAL) equals the total of CACHE ITEM QTY (BACKORDER) from all BACKORDER records.

   F. Retrieve all TRANSACTION - ISSUE CACHE ITEMS, TRANSACTION - CORRECT KIT CONTENTS, and TRANSACTION - WORKORDER PARTS for current year from TRANSACTION LOG store.

      1). Determine CACHE ITEM QTY (ISSUED - YTD).

         a. CACHE ITEM QTY (ISSUED - YTD) equals the total of all CACHE ITEM QTY (ISSUED) from all TRANSACTION - ISSUE CACHE ITEMS plus all CACHE ITEM QTY (REPAIR PART) from all TRANSACTION - WORKORDER PARTS minus all CACHE ITEM QTY (CORRECTED) from all TRANSACTION - CORRECT KIT CONTENTS.

G. Retrieve the CACHE ITEM QTY (WORKORDERED) from the WORKORDER store.

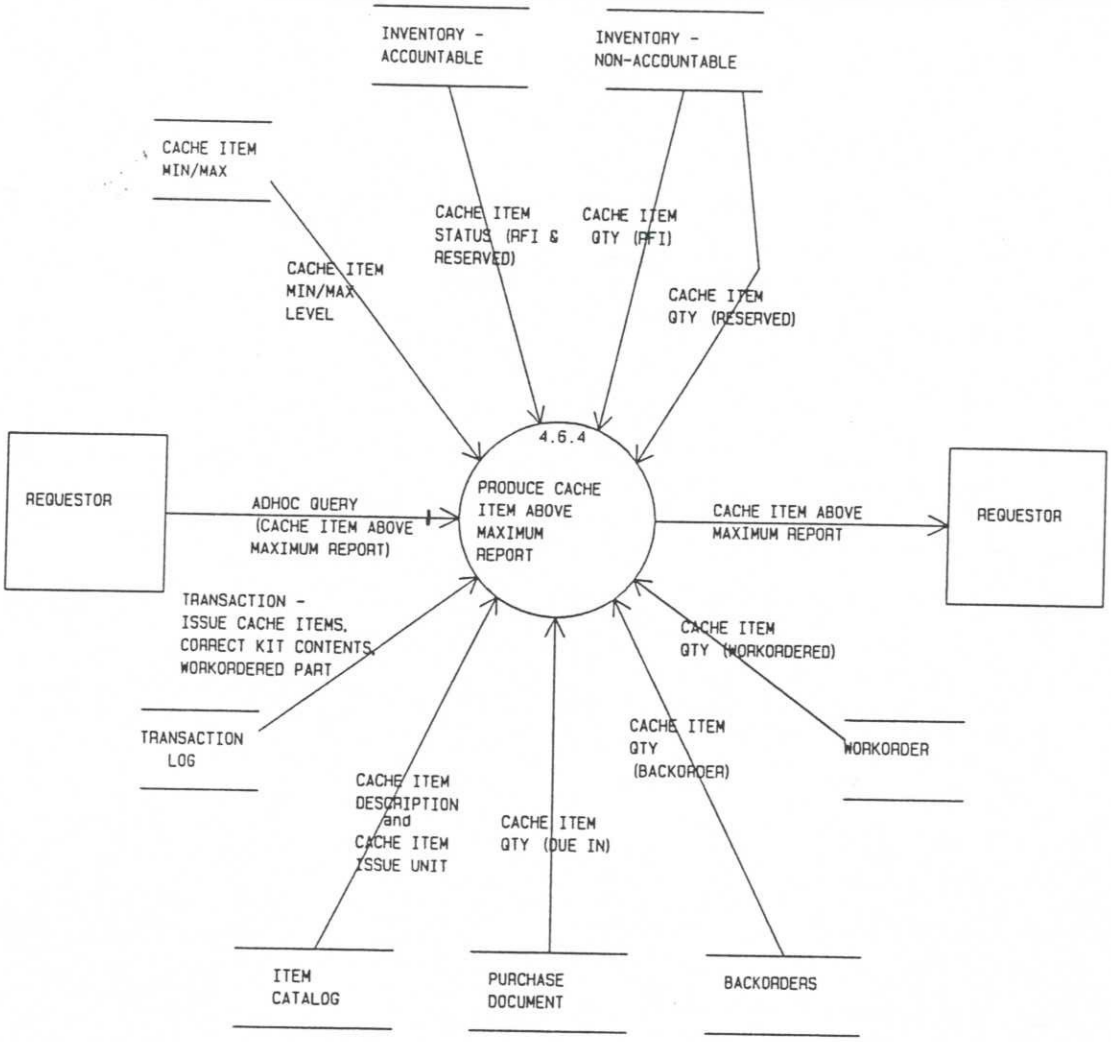
1). Calculate the total CACHE ITEM QTY (WORKORDERED).

3. Generate CACHE ITEM BELOW MINIMUM REPORT.

A. Print a report line only for CACHE ITEM with CACHE ITEM QTY (RFI) is equal or less than the CACHE ITEM QTY (MINIMUM) plus 10%.

4. Forward CACHE ITEM BELOW MINIMUM REPORT to Requestor.

Project : W:\GA\ECPLUS32\NACS_SA\JUDY\
Chart : 4.6.4.0 PROD ABOVE MAXIMUM RPT
Filename : maximum.trg
Chart created on : Jul-14-1993
by user : C. SCHAFER
Last modified on : Aug-16-1993
by user : C.SCHAFER



Process Specification: 4.6.4 Produce Cache Item Above Maximum Report

September 30, 1993

Description: This is the process to produce a list of cache items whose CACHE ITEM QTY (RFI) is above the CACHE ITEM QTY (MAXIMUM) stocking level.

1. Receive ADHOC QUERY (CACHE ITEM ABOVE MAXIMUM REPORT).

2. For each CACHE ITEM (including kits, consolidated items (e.g. shovel with sheath), and derived items (e.g. spool of shroud line broken down into 50 ft lengths) currently in INVENTORY:

   A. Retrieve CACHE ITEM DESCRIPTION and CACHE ITEM ISSUE UNIT from ITEM CATALOG store.

   B. Retrieve CACHE ITEM MIN/MAX from CACHE ITEM MIN/MAX store.

   C. Determine CACHE ITEM QTY (RFI) & (RESERVED).

      1). If CACHE ITEM is accountable property

         a. Retrieve CACHE ITEM STATUS (RFI & RESERVED) from INVENTORY - ACCOUNTABLE.

         b. Count number of CACHE ITEMs in "RFI" status.

         c. Count number of CACHE ITEMs in "RESERVED" status.

      2). If CACHE ITEM is non-accountable

         a. Retrieve CACHE ITEM QTY (RFI & RESERVED) from INVENTORY - NON-ACCOUNTABLE.

   D. Retrieve CACHE ITEM QTY (DUE IN) from PURCHASE DOCUMENT store. (This includes total qty from both outstanding Requisitions and Purchase Orders.)

      1). Calculate CACHE ITEM QTY (DUE IN) (TOTAL).

         a. CACHE ITEM QTY (DUE IN) (TOTAL) equals the total of CACHE ITEM QTY (DUE IN) from all PURCHASE DOCUMENT records.

   E. Retrieve CACHE ITEM QTY (BACKORDER) from BACKORDER store.

      1). Calculate CACHE ITEM QTY (BACKORDER) (TOTAL).

         a. CACHE ITEM QTY (BACKORDER) (TOTAL) equals the total of CACHE ITEM QTY (BACKORDER) from all BACKORDER records.

   F. Retrieve all TRANSACTION - ISSUE CACHE ITEMS, TRANSACTION - CORRECT KIT CONTENTS, and TRANSACTION - WORKORDER PARTS for current year from TRANSACTION LOG store.

      1). Determine CACHE ITEM QTY (ISSUED - YTD).

         a. CACHE ITEM QTY (ISSUED - YTD) equals the total of all CACHE ITEM QTY (ISSUED) from all TRANSACTION - ISSUE CACHE ITEMS plus all CACHE ITEM QTY (REPAIR PART) from all TRANSACTION - WORKORDER PARTS minus all CACHE ITEM QTY (CORRECTED) from all TRANSACTION - CORRECT KIT CONTENTS.

G. Retrieve the CACHE ITEM QTY (WORKORDERED) from the WORKORDER store.

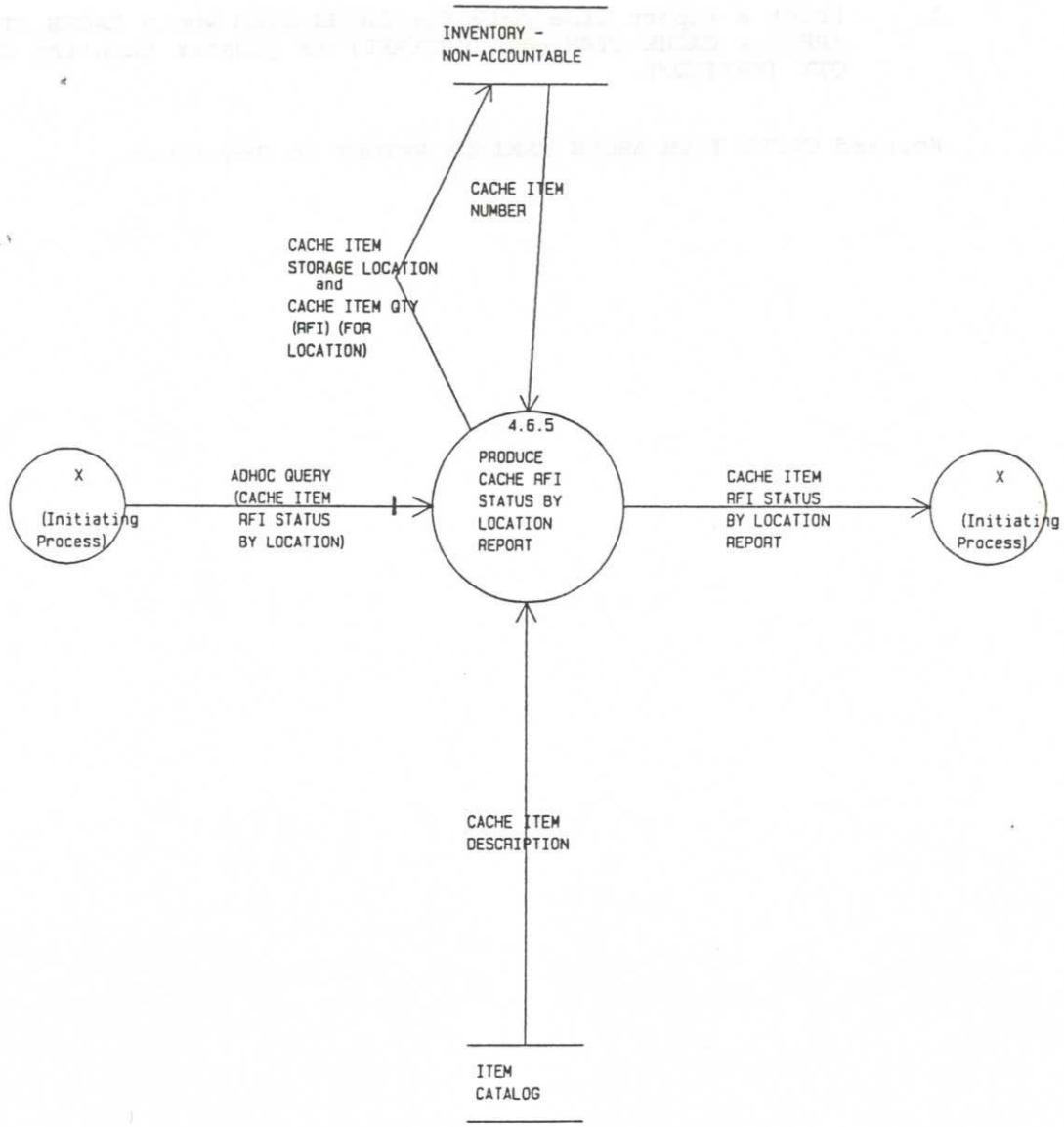
1) Calculate the total CACHE ITEM QTY (WORKORDERED).

3. Generate CACHE ITEM ABOVE MAXIMUM REPORT.

A. Print a report line only for CACHE ITEM who's CACHE ITEM QTY (RFI) + CACHE ITEM QTY (ORDERED) is greater than the CACHE ITEM QTY (MAXIMUM).

4. Forward CACHE ITEM ABOVE MAXIMUM REPORT to Requestor.

Project : W:\GA\ECPLUS32\NACS_SA\
Chart : 4.6.5 PROD CACHE RFI STAT RPT
Filename : rfi_loc.trg
Chart created on : Aug-11-1993
by user : C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CROSBY



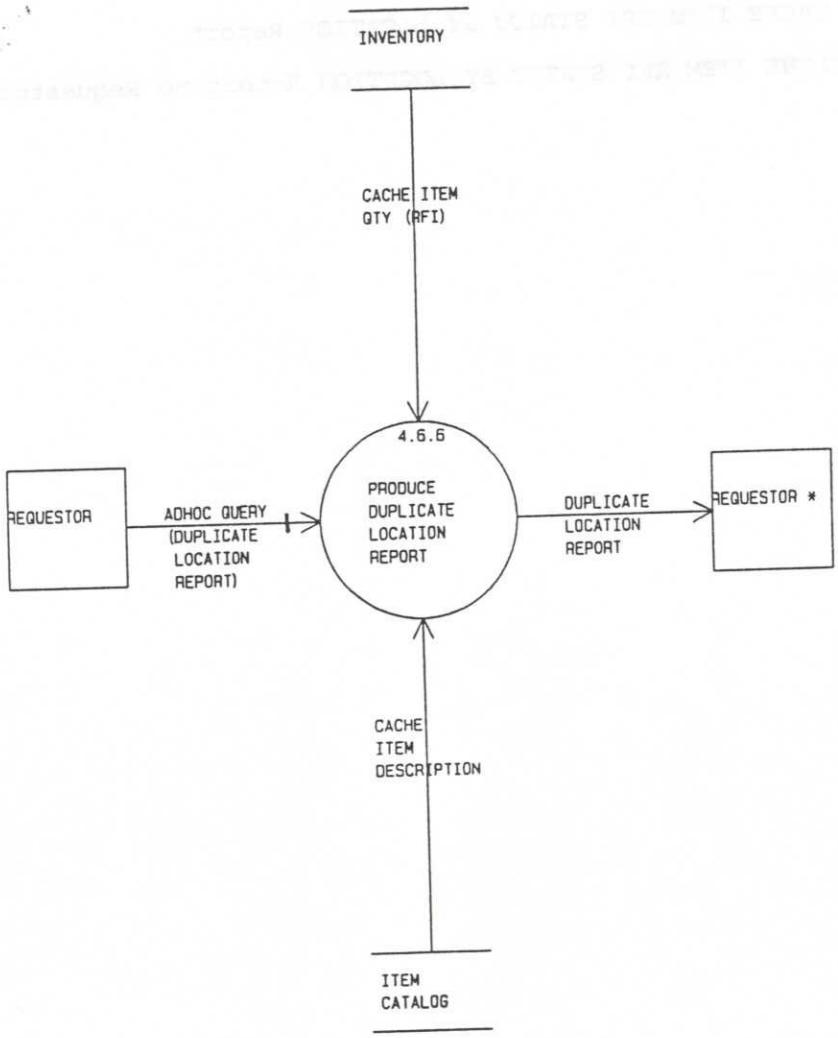
Process Specification: 4.6.5 Produce Cache RFI Status by Location Report

September 30, 1993

Description: This is the process to produce a list of non-accountable items' CACHE ITEM QTY (RFI) by CACHE STORAGE ID.

1. Receive ADHOC QUERY (CACHE ITEM RFI STATUS BY LOCATION).
2. For each CACHE ITEM NUMBER in INVENTORY - NON-ACCOUNTABLE
   A. Retrieve CACHE ITEM DESCRIPTION from ITEM CATALOG store.
   B. Retrieve all STORAGE LOCATIONs and CACHE ITEM QTY (RFI) (FOR STORAGE LOCATION) from INVENTORY - NON-ACCOUNTABLE store.
3. Generate CACHE ITEM RFI STATUS BY LOCATION Report.
4. Forward CACHE ITEM RFI STATUS BY LOCATION Report to Requestor.

Project : W: \GR\ECPLUS32\NACS_SA\
Chart : 4.6.6 PROD DUP LOCATIONRPT
Filename : dup_loc.trg
Chart created on : Aug-12-1993
by user : C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CROSBY



Process Specification: 4.6.6 Produce Duplicate Location Report

September 30, 1993

Description: This is the process to produce a list of STORAGE LOCATIONS with more than one CACHE ITEM assigned to it. This list can be used to identify possible errors in the inventory input process. In some cases, it is acceptable to have more than one item in a single storage area; therefore all report entries may not necessarily be an error.

1. Receive ADHOC QUERY (DUPLICATE LOCATION REPORT).

2. For each CACHE IDENTIFIER

   A. For each STORAGE LOCATION assigned to more than one CACHE ITEM NUMBER

      1). Retrieve all CACHE ITEM QTY (RFI) from INVENTORY.

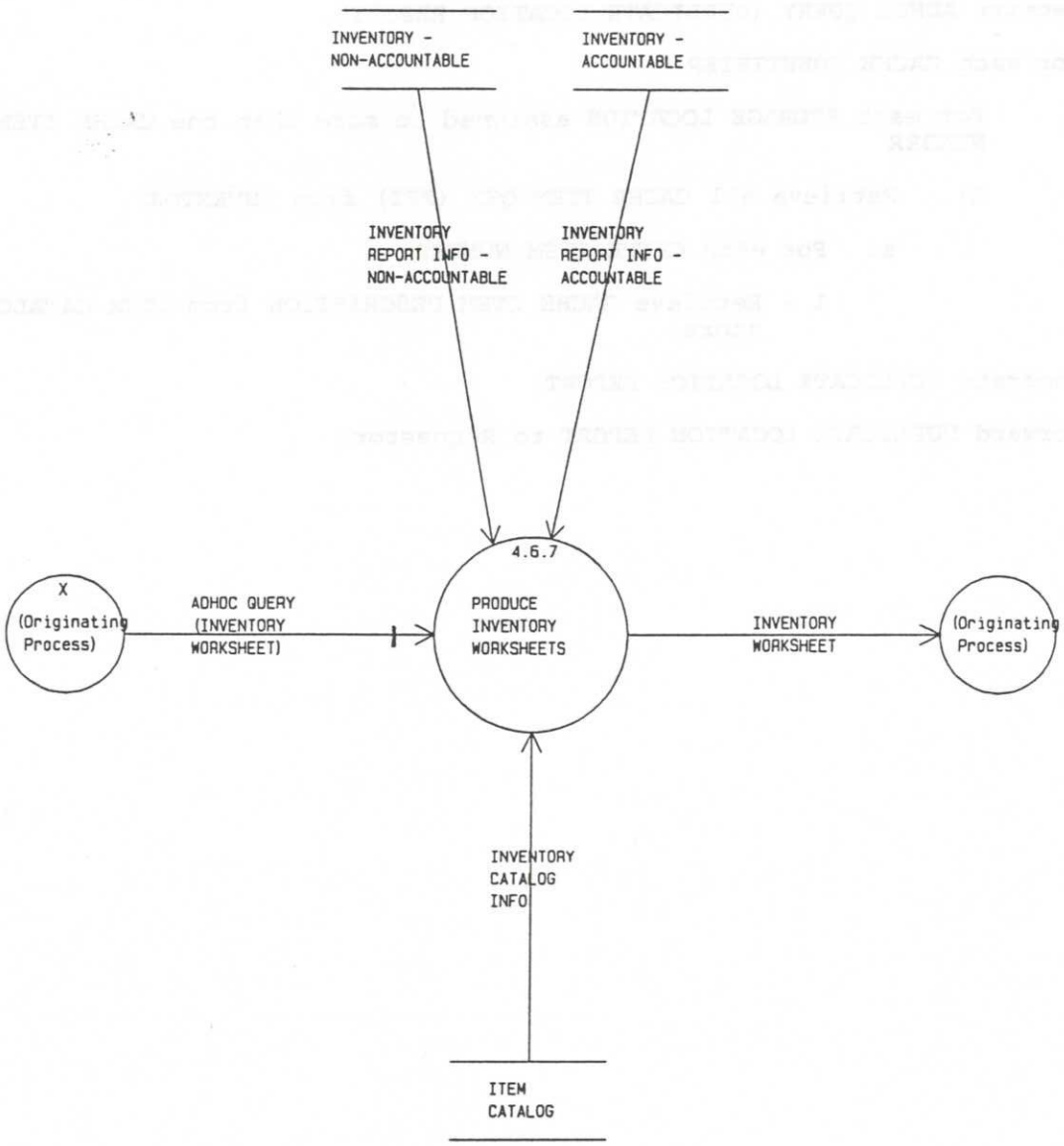
         a. For each CACHE ITEM NUMBER

            1 - Retrieve CACHE ITEM DESCRIPTION from ITEM CATALOG store.

3. Generate DUPLICATE LOCATION REPORT.

4. Forward DUPLICATE LOCATION REPORT to Requestor.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.6.7 PRODUCE INVENTORY WORKSHT
Filename : inv_wksh.trg
Chart created on : Sep-02-1993
by user : J.CROSBY
Last modified on : Sep-02-1993
by user : J.CROSBY



Process Specification: 4.6.7 Produce Inventory Worksheets

September 30, 1993

Description: This is the process to generate worksheets which is used to determine inventory levels during the annual inventory reconciliation process.

1. Generate the INVENTORY WORKSHEET for non-accountable items:

   A. Retrieve INVENTORY REPORT INFO - NON-ACCOUNTABLE for all items from INVENTORY - NON-ACCOUNTABLE.

   B. Print the UNIT IDENTIFIER for the cache.

   C. For each CACHE ITEM NUMBER in the INVENTORY REPORT INFO - NON-ACCOUNTABLE:

      1) Retrieve and Print the INVENTORY CATALOG INFO from the ITEM CATALOG.

         a) For each CACHE STORAGE ID for CACHE ITEM NUMBER,

            1 - Print the CACHE STORAGE ID and STORAGE LOCATION.

            2 - Print a BLANK for CACHE ITEM QTY (ACTUAL) to be filled out by warehouse worker.

2. Generate the INVENTORY WORKSHEET - ACCOUNTABLE PROPERTY:

   A. Retrieve INVENTORY REPORT INFO - ACCOUNTABLE for all items from INVENTORY - ACCOUNTABLE.

   B. Print the UNIT IDENTIFIER for the cache.

   C. For each CACHE ITEM NUMBER in the INVENTORY REPORT INFO - ACCOUNTABLE:

      1) Retrieve and Print the INVENTORY CATALOG INFO from the ITEM CATALOG.

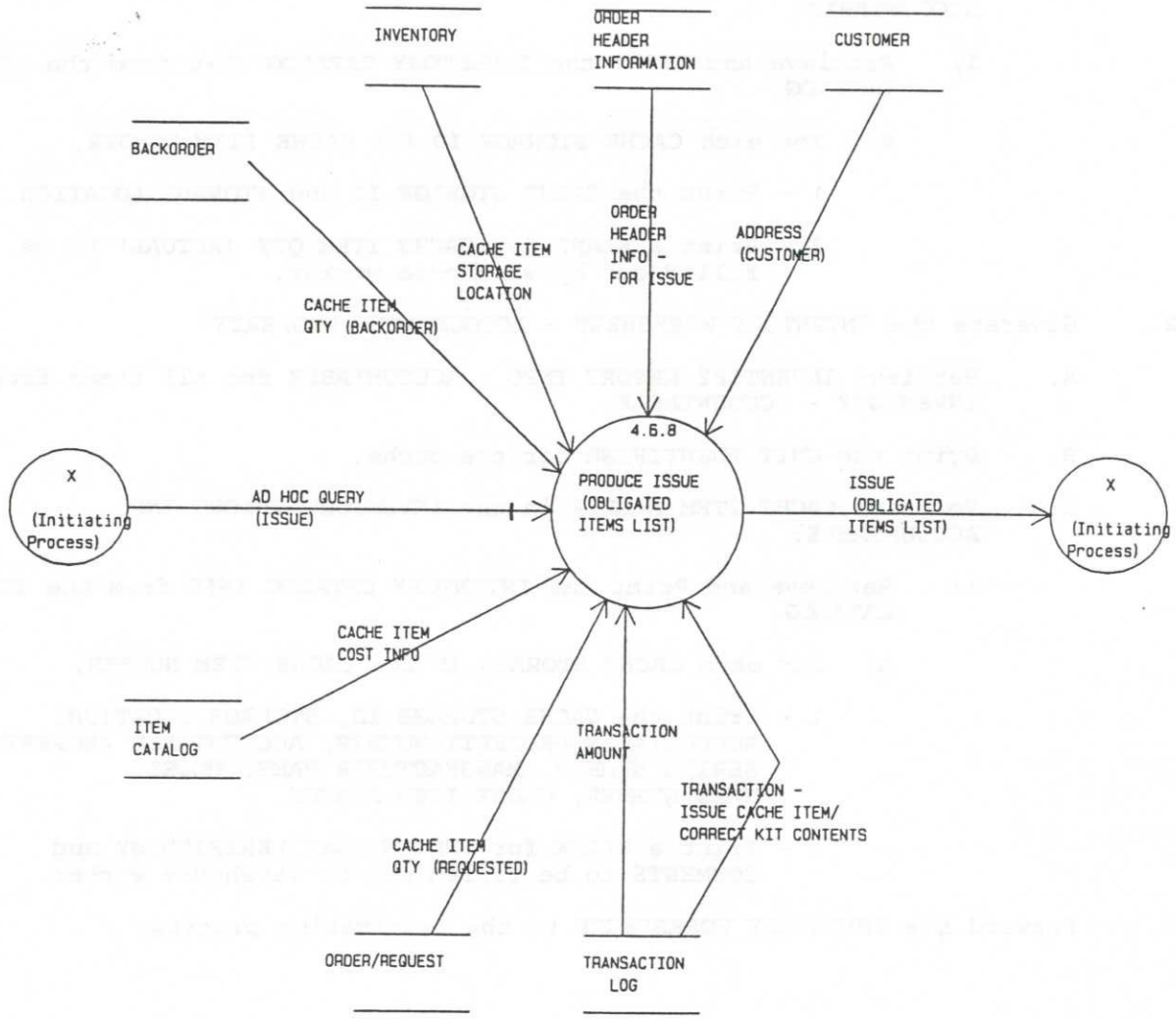
         a) For each CACHE STORAGE ID for CACHE ITEM NUMBER,

            1 - Print the CACHE STORAGE ID, STORAGE LOCATION, ACCOUNTABLE PROPERTY NUMBER, ACCOUNTABLE PROPERTY SERIAL NUMBER, MANUFACTURER NAME, MODEL NAME/NUMBER, CACHE ITEM STATUS.

            2 - Print a BLANK for PERSON NAME VERIFIED BY and COMMENTS to be filled out by warehouse worker.

3. Forward the INVENTORY WORKSHEETS to the originating process.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.6.8 PRODUCE ISSUE
Filename : issue.trg
Chart created on : Aug-12-1993
by user : C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CROSBY



Process Specification: 4.6.8 Produce Issue (Obligated Items List)
September 30, 1993

Description: This is the process to produce an ISSUE (Obligated Items List) which serves as the packing slip for the items being shipped to the CUSTOMER.

The following Business Rules have been established:

- The line item for CACHE ITEMS containing hazardous materials will:
  - Be printed above items that do not contain hazardous materials.
  - Include the HAZARDOUS MATERIAL DESCRIPTION in front of the CACHE ITEM PRINCIPLE NAME and CACHE ITEM DESCRIPTION.

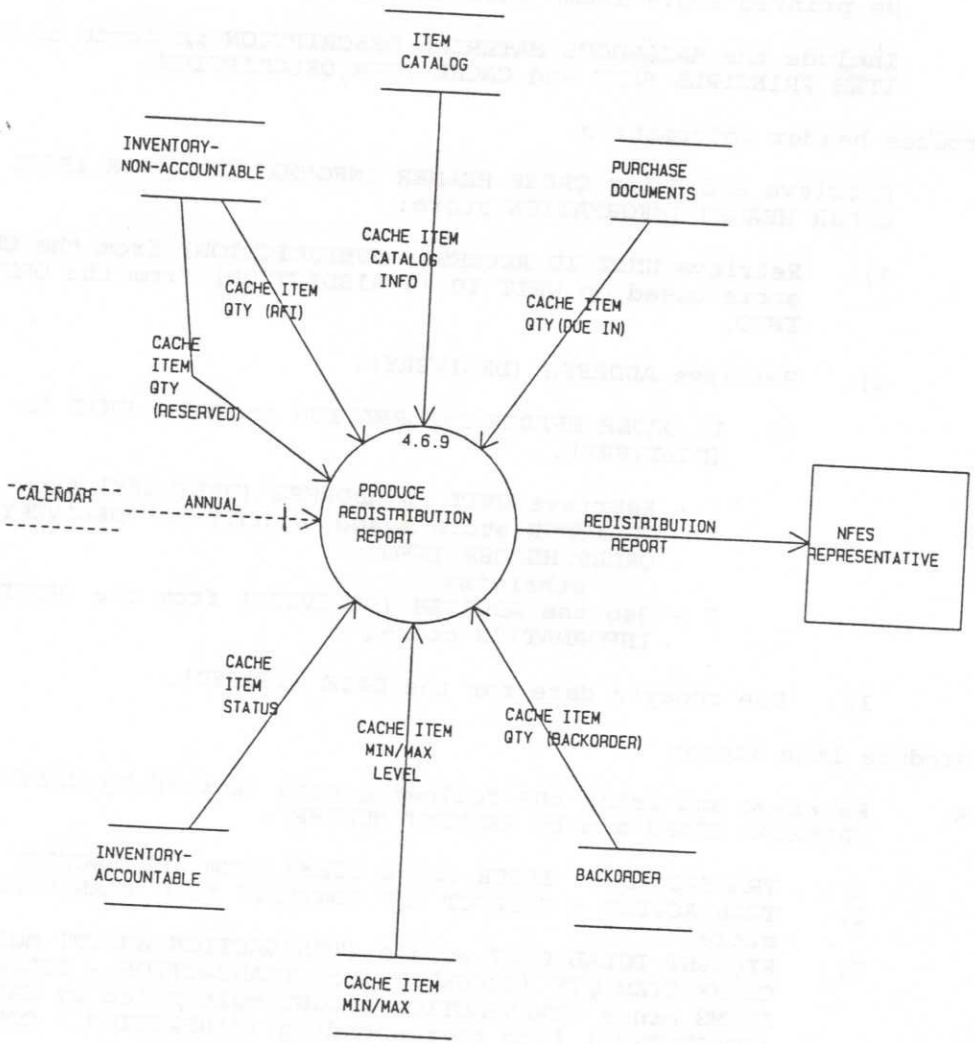
1. Produce header information:
   A. Retrieve and Print ORDER HEADER INFORMATION - FOR ISSUE from the ORDER HEADER INFORMATION store:
      1). Retrieve UNIT ID ADDRESS (JURISDICTION) from the CUSTOMER store based on UNIT ID (JURISDICTION) from the ORDER HEADER INFO.
      2). Retrieve ADDRESS (DELIVERY):
         a). If ORDER HEADER INFORMATION includes UNIT ID (DELIVERY),
            1 - Retrieve UNIT ID ADDRESS (DELIVERY) from the CUSTOMER store based on UNIT ID (DELIVERY) from the ORDER HEADER INFO.
            otherwise
            2 - Use the ADDRESS (DELIVERY) from the ORDER HEADER INFORMATION store.
      3). Use today's date for the DATE (ISSUED).

2. Produce line items:
   A. Retrieve and Print the following data (sorted by HAZARDOUS MATERIAL CLASS and by REQUEST NUMBER):
      1). TRANSACTION - ISSUE CACHE ITEMs from TRANSACTION LOG store.
      2). TRANSACTION - CORRECT KIT CONTENTS from TRANSACTION LOG store.
      3). REQUEST TOTAL COST equals (TRANSACTION AMOUNT multiplied by CACHE ITEM QTY (ISSUED)) from TRANSACTION - ISSUE CACHE ITEMS minus (TRANSACTION AMOUNT multiplied by CACHE ITEM QTY (CORRECTED)) from corresponding TRANSACTION - CORRECT KIT CONTENTS.
      4). CACHE ITEM QTY (REQUESTED) from ORDER/REQUEST store.
      5). CACHE ITEM COST INFORMATION from ITEM CATALOG store.
      6). CACHE ITEM QTY (BACKORDER) from BACKORDER store.
      7). STORAGE LOCATION from INVENTORY store.
   B. If CACHE ITEM NUMBER has an HAZARDOUS MATERIAL CLASS, the HAZARDOUS MATERIAL CLASS should be included in front of the CACHE ITEM PRINCIPLE NAME.

3. Calculate ISSUE TOTAL COST.
   A. ISSUE TOTAL COST is the total of all REQUEST TOTAL COSTs.

4. Print the ISSUE.

Project : W:\GA\ECPLUS32\NACS_SA\
Chart : 4.6.9 PROD REDISTRIBUTION RPT
Filename : redstrb.trg
Chart created on : Aug-11-1993
by user : C.SCHAFER
Last modified on : Sep-28-1993
by user : C. SCHAFER



Process Specification: 4.6.9 Produce Redistribution Report

September 30, 1993

Description: This is the process to produce a Redistribution Report for annual redistribution of excess stock.

The following Business Rules have been established:

- Transportation costs for redistribution of cache items will be paid for by the benefitting (receiving) cache.

---

1. Receive DATE (ANNUAL) from CALENDAR.
2. For each CACHE ITEM
   - A. Retrieve CACHE ITEM CATALOG INFORMATION from ITEM CATALOG store.
   - B. Retrieve CACHE ITEM MIN/MAX from CACHE ITEM MIN/MAX store.
   - C. Determine CACHE ITEM QTY (RFI).
     1. If CACHE ITEM is accountable property
        - a. Retrieve CACHE ITEM STATUS from INVENTORY - ACCOUNTABLE.
        - b. Count number of CACHE ITEMs in "RFI" status.
     2. If CACHE ITEM is non-accountable
        - a. Retrieve CACHE ITEM QTY (RFI) from INVENTORY - NON-ACCOUNTABLE.
   - D. Determine CACHE ITEM QTY (RESERVED).
     1. If CACHE ITEM is accountable property
        - a. Retrieve CACHE ITEM STATUS from INVENTORY - ACCOUNTABLE.
        - b. Count number of CACHE ITEMs in "RESERVED" status.
     2. If CACHE ITEM is non-accountable
        - a. Retrieve CACHE ITEM QTY (RESERVED) from INVENTORY - NON-ACCOUNTABLE.
   - E. Retrieve CACHE ITEM QTY (DUE IN) from PURCHASE DOCUMENT store.
     1). Calculate CACHE ITEM QTY (DUE IN) (TOTAL).
        - a. CACHE ITEM QTY (DUE IN) (TOTAL) equals the total of CACHE ITEM QTY (DUE IN) from all PURCHASE DOCUMENT records.
   - F. Retrieve CACHE ITEM QTY (BACKORDER) from BACKORDER store.
     1). Calculate CACHE ITEM QTY (BACKORDER) (TOTAL).
        - a. CACHE ITEM QTY (BACKORDER) (TOTAL) equals the total of CACHE ITEM QTY (BACKORDER) from all BACKORDER records.

G. Calculate CACHE ITEM QTY (AVAILABLE).

1). CACHE ITEM QTY (AVAILABLE) equals (CACHE ITEM QTY (RFI) plus CACHE ITEM QTY (RESERVED) plus CACHE ITEM QTY (DUE IN) (TOTAL)) minus CACHE ITEM QTY (BACKORDER) (TOTAL). (NOTE: This may be a negative value if more items are needed to fill Backorders than are available in Inventory or Due In.

3. Generate REDISTRIBUTION REPORT.

A. For each CACHE ITEM with CACHE ITEM QTY (AVAILABLE) above CACHE ITEM QTY (MAXIMUM)

1). Print CACHE ITEM NUMBER, CACHE ITEM PRINCIPLE NAME, CACHE ITEM DESCRIPTION, CACHE ITEM ISSUE UNIT, CACHE ITEM QTY (RFI), CACHE ITEM QTY (RESERVED), CACHE ITEM QTY (DUE IN) (TOTAL), CACHE ITEM QTY (BACKORDER) (TOTAL), CACHE ITEM QTY (AVAILABLE), CACHE ITEM QTY (MAXIMUM), CACHE ITEM QTY (MINIMUM).

B. For each CACHE ITEM with CACHE ITEM QTY (AVAILABLE) below CACHE ITEM QTY (MINIMUM)

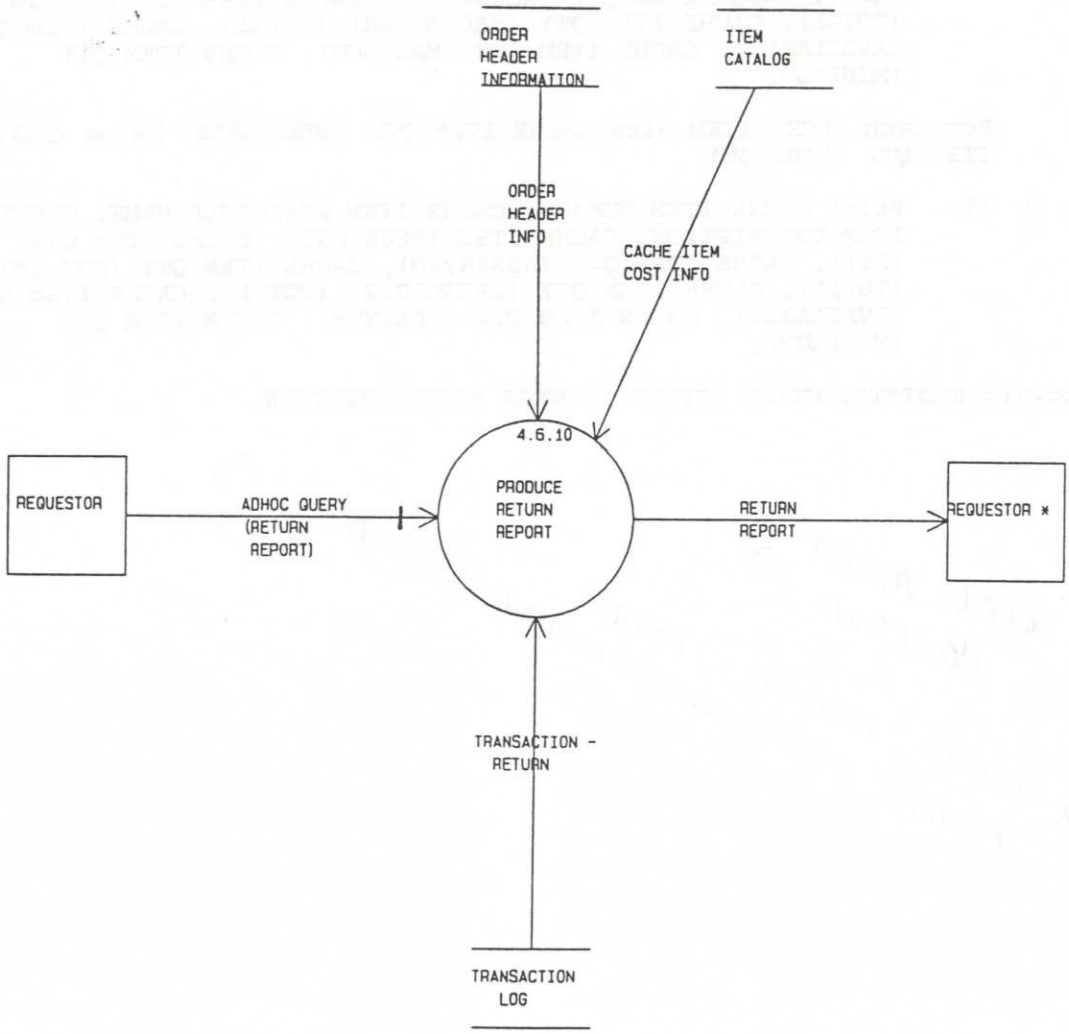
1). Print CACHE ITEM NUMBER, CACHE ITEM PRINCIPLE NAME, CACHE ITEM DESCRIPTION, CACHE ITEM ISSUE UNIT, CACHE ITEM QTY (RFI), CACHE ITEM QTY (RESERVED), CACHE ITEM QTY (DUE IN) (TOTAL), CACHE ITEM QTY (BACKORDER) (TOTAL), CACHE ITEM QTY (AVAILABLE), CACHE ITEM QTY (MAXIMUM), CACHE ITEM QTY (MINIMUM).

4. Forward REDISTRIBUTION REPORT to NFES REPRESENTATIVE.

** LOCAL MGMT CONTROL ??

* WHAT ABOUT ITEMS THAT ARE NO LONGER NEEDED ?

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.6.10 PRODUCE RETURN REPORT
Filename : return.trg
Chart created on : Aug-12-1993
by user : C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CHOSBY



Process Specification: 4.6.10 Produce Return Report

September 30, 1993

Description: This is the process to produce a listing of all Return Transactions credited to a particular Incident/Project.

1. Receive ADHOC QUERY (RETURN REPORT).

2. Retrieve the ORDER HEADER INFORMATION from the ORDER HEADER INFORMATION store.

3. Retrieve the all the TRANSACTION - RETURN for the RETURN NUMBER.

   A. For each TRANSACTION - RETURN

      1). Retrieve the CACHE ITEM ISSUE UNIT, CACHE ITEM CACHE ITEM ISSUE UNIT PRICE, CACHE ITEM DESCRIPTION from the ITEM CATALOG.

      2). Calculate TRANSACTION AMOUNT (RETURN VALUE).

         a. TRANSACTION AMOUNT (RETURN VALUE) equals the CACHE ITEM CACHE ITEM ISSUE UNIT PRICE multiplied by the CACHE ITEM QTY (RETURNED).

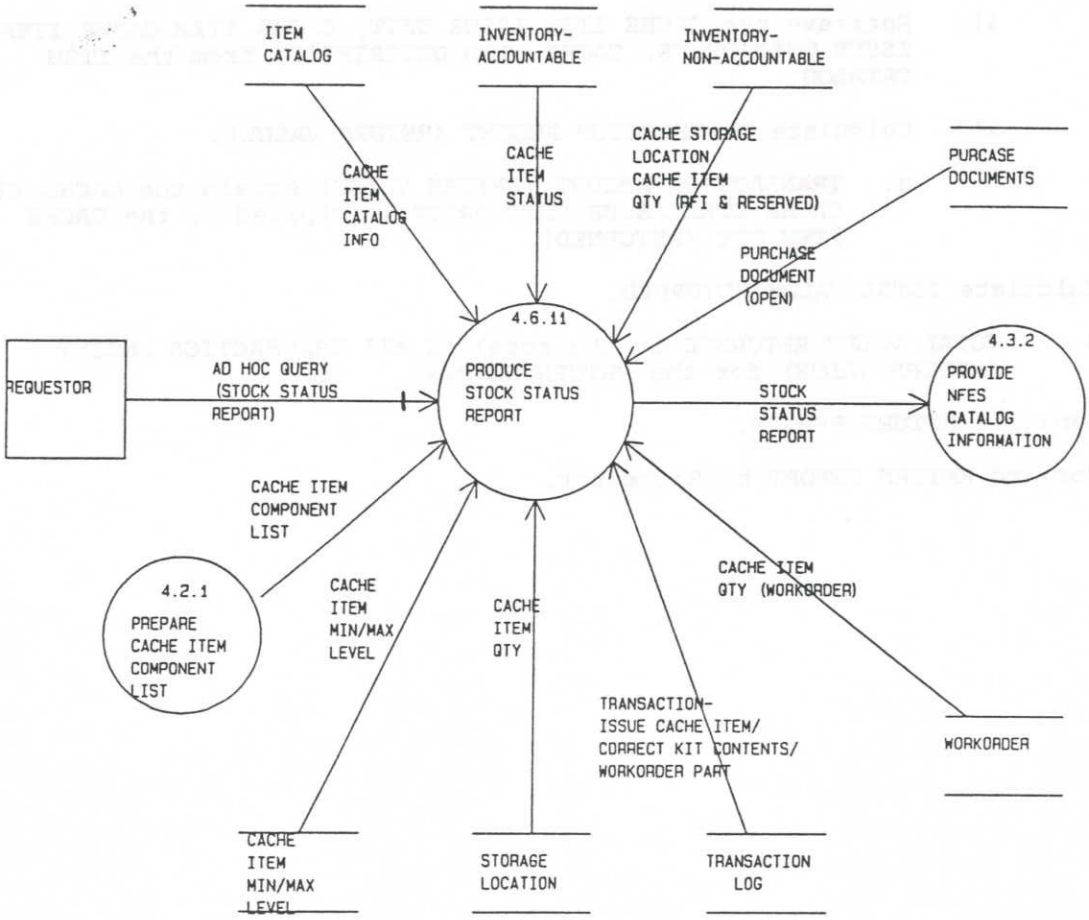
4. Calculate TOTAL VALUE RETURNED.

   A. TOTAL VALUE RETURNED is the total of all TRANSACTION AMOUNT (RETURN VALUE) for the RETURN NUMBER.

5. Generate RETURN REPORT.

6. Forward RETURN REPORT to Requestor.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.6.11 PROD STOCK STATUS REPORT
Filename : stck_stt.trg
Chart created on : Aug-12-1993
by user : C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CROSBY



Process Specification: 4.6.11 Produce Stock Status Report

September 30, 1993

Description: This is the process to produce a listing of the current status of every CACHE ITEM in the inventory.

1. Produce STOCK STATUS REPORT.

   A. Determine selection criteria. (e.g. CACHE ITEM PRINCIPLE NAME, CRITICAL ITEMs, Range of CACHE ITEM NUMBER, or All CACHE ITEMs)

   B. For each CACHE ITEM meeting selection criteria

      1). Retrieve CACHE ITEM CATALOG INFORMATION from ITEM CATALOG store.

      2). Retrieve CACHE ITEM MINIMUM/MAXIMUM LEVEL from CACHE ITEM MIN/MAX LEVEL store.

      3). Retrieve CACHE STORAGE ID CACHE ITEM QTY from INVENTORY.

         a. Determine CACHE ITEM QTY (RFI) & (RESERVED).

            1 - If CACHE ITEM is accountable property

               A - Retrieve CACHE ITEM STATUS from INVENTORY - ACCOUNTABLE.

               B - Count number of CACHE ITEMs in "RFI" status.

               C - Count number of CACHE ITEMs in "RESERVED" status.

            2 - If CACHE ITEM is non-accountable

               A - Retrieve CACHE ITEM QTY (RFI) from INVENTORY - NON-ACCOUNTABLE.

               B - Retrieve CACHE ITEM QTY (RESERVED) from INVENTORY - NON-ACCOUNTABLE.

      4). Retrieve all TRANSACTION - ISSUE CACHE ITEMS, TRANSACTION - CORRECT KIT CONTENTS, and TRANSACTION - WORKORDER PARTS for current year from TRANSACTION LOG store.

         a. Determine CACHE ITEM QTY (ISSUED - YTD).

            1 - CACHE ITEM QTY (ISSUED - YTD) equals the total of all CACHE ITEM QTY (ISSUED) from all TRANSACTION - ISSUE CACHE ITEMS plus all CACHE ITEM QTY (REPAIR PART) from all TRANSACTION - WORKORDER PARTS minus all CACHE ITEM QTY (CORRECTED) from all TRANSACTION - CORRECT KIT CONTENTS.

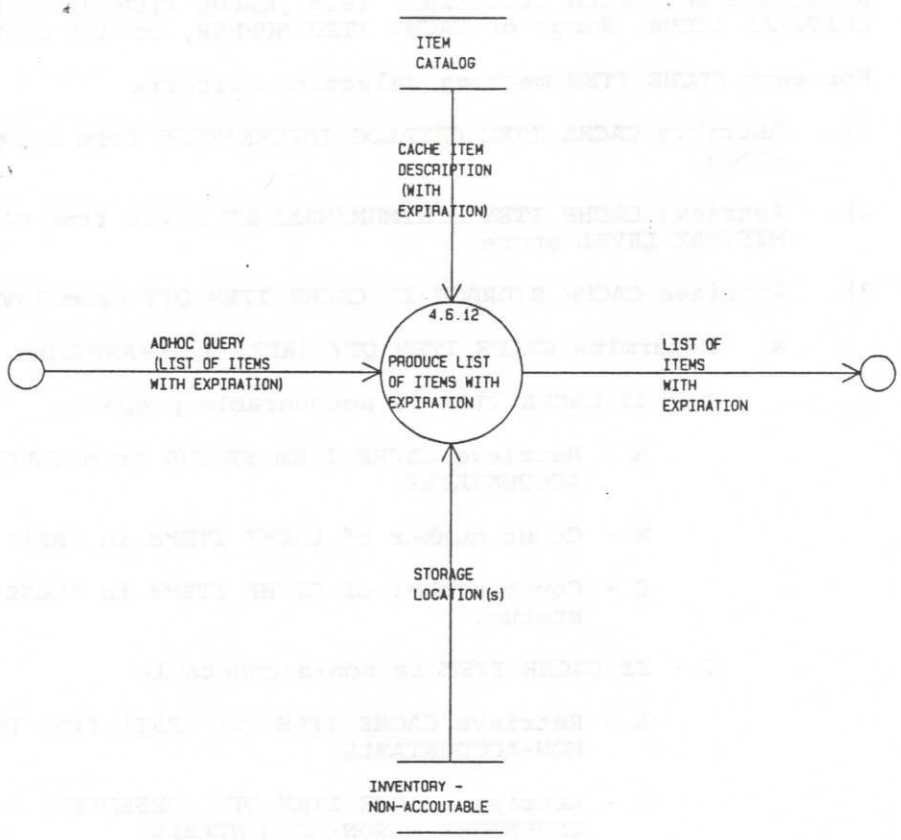
         b. Determine CACHE ITEM QTY (ISSUED - CURRENT).

            1 - CACHE ITEM QTY (ISSUED - CURRENT) equals CACHE ITEM QTY (ISSUED - YTD) minus the total of all CACHE ITEM QTY (RETURNED) from all TRANSACTION - RETURN.

         c. Determine CACHE ITEM QTY (COMPONENT - YTD).

            1 - CACHE ITEM QTY (COMPONENT - YTD) equals the total of all CACHE ITEM QTY (COMPONENT) from all TRANSACTION - REMOVE CACHE ITEM.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.6.12 prod list of items w/exp
Filename : expired_.trg
Chart created on : Oct-01-1993
by user : C. SCHAFER
Last modified on : Oct-01-1993
by user : C. SCHAFER



5). Retrieve all PURCHASE DOCUMENT (OPEN) from PURCHASE DOCUMENT STORE.

a. Determine CACHE ITEM QTY (DUE IN) (TOTAL).

1 - CACHE ITEM QTY (DUE IN) (TOTAL) equals the total of all CACHE ITEM QTY (DUE IN) from all PURCHASE DOCUMENTS in PURCHASE DOCUMENT store.

6). Retrieve the CACHE ITEM QTY (WORKORDERED) from the WORKORDER store.

a. Calculate the total CACHE ITEM QTY (WORKORDERED).

7). Calculate CACHE ITEM TOTAL VALUE.

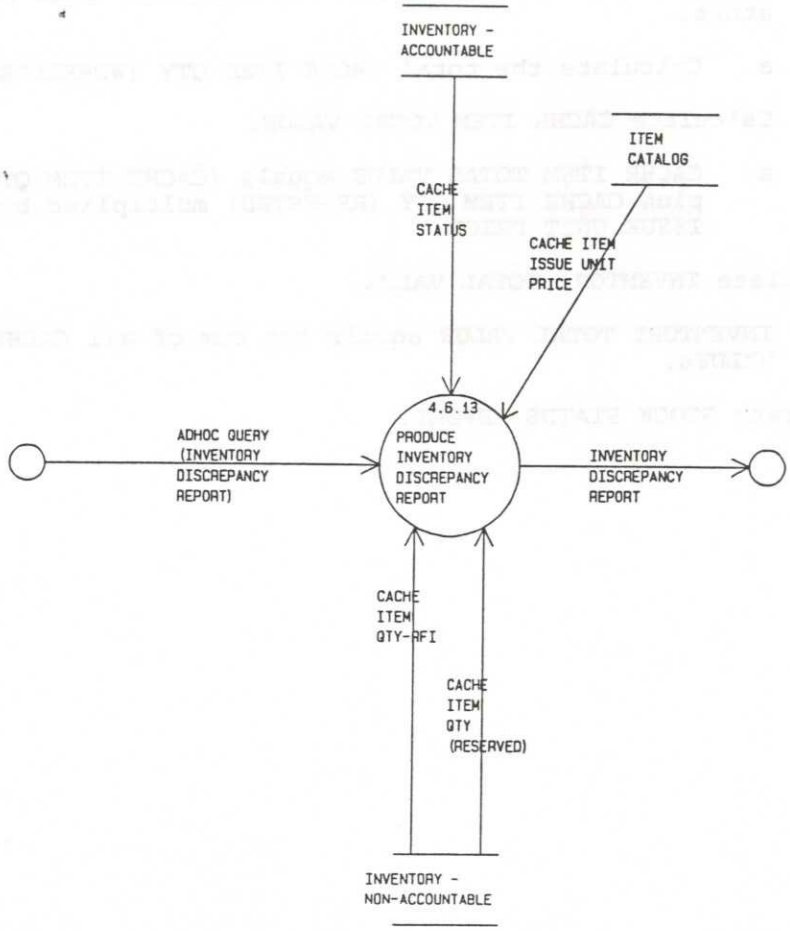
a. CACHE ITEM TOTAL VALUE equals (CACHE ITEM QTY (RFI) plus CACHE ITEM QTY (RESERVED) multiplied by CACHE ITEM ISSUE UNIT PRICE.

C. Calculate INVENTORY TOTAL VALUE.

1). INVENTORY TOTAL VALUE equals the sum of all CACHE ITEM TOTAL VALUEs.

D. Generate STOCK STATUS REPORT.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.5.13 prod inven discrepancy rp
Filename : discrep_.trg
Chart created on : Oct-01-1993
by user : C. SCHAFER
Last modified on : Oct-01-1993
by user : C. SCHAFER



Mini-specification: 4.6.12 Produce List of Items with Expiration

September 30, 1993

Description: This process generates a list of cache items that have an expiration date. This list is used as a reference list for checking expiration dates.

1. AD HOC QUERY (LIST OF ITEMS WITH EXPIRATION) is Received.

2. Retrieve CACHE ITEM DESCRIPTION (WITH EXPIRATION) from the ITEM CATALOG for cache items whose CACHE ITEM EXPIRATION FLAG equals "YES".

   A. For each CACHE ITEM,

      1) Retrieve STORAGE LOCATIONs from the INVENTORY - NON-ACCOUNTABLE store.

3. Generate the LIST OF ITEMS WITH EXPIRATION, sorted by CACHE ITEM NUMBER.

4. Forward LIST OF ITEMS WITH EXPIRATION to the originating process.

Mini-specification: 4.6.13 Produce Inventory Discrepancy Report

September 30, 1993

Description: This process generates a report that identifies items that have a discrepancy value (plus or minus) of more than $100 based on a comparison of the physical inventory vs the automated inventory.

1. For each CACHE ITEM,

   A. Compute the CACHE ITEM QTY (ON HAND):

      1) CACHE ITEM QTY (ON HAND) equals the CACHE ITEM QTY (ACTUAL) plus the CACHE ITEM QTY (IN WORKORDERS) from the INVENTORY WORKSHEET.

   B. Compute the CACHE ITEM QTY (IN STOCK):

      1) Determine CACHE ITEM QTY (RFI) & (RESERVED).

         a) If CACHE ITEM is accountable property

            1 - Retrieve CACHE ITEM STATUS from INVENTORY - ACCOUNTABLE.

            2 - Count number of CACHE ITEMs in "RFI" status.

            3 - Count number of CACHE ITEMs in "RESERVED" status.

         b) If CACHE ITEM is non-accountable

            1 - Retrieve CACHE ITEM QTY (RFI) from INVENTORY - NON-ACCOUNTABLE.

            2 - Retrieve CACHE ITEM QTY (RESERVED) from INVENTORY - NON-ACCOUNTABLE.

      3) CACHE ITEM QTY (IN STOCK) equals the CACHE ITEM QTY (RFI) plus the CACHE ITEM QTY (RESERVED).

   C. Determine the CACHE ITEM DISCREPANCY VALUE:

      1) Calculate the CACHE ITEM QTY (DISCREPANCY):

         a - CACHE ITEM QTY (DISCREPANCY) equals CACHE ITEM QTY (ON HAND) minus CACHE ITEM QTY (IN STOCK).

      2) Calculate the CACHE ITEM DISCREPANCY VALUE:

         a - Retrieve the CACHE ITEM ISSUE UNIT PRICE from the ITEM CATALOG store.

         b - CACHE ITEM DISCREPANCY VALUE equals the CACHE ITEM QTY (DISCREPANCY) times the CACHE ITEM ISSUE UNIT PRICE.

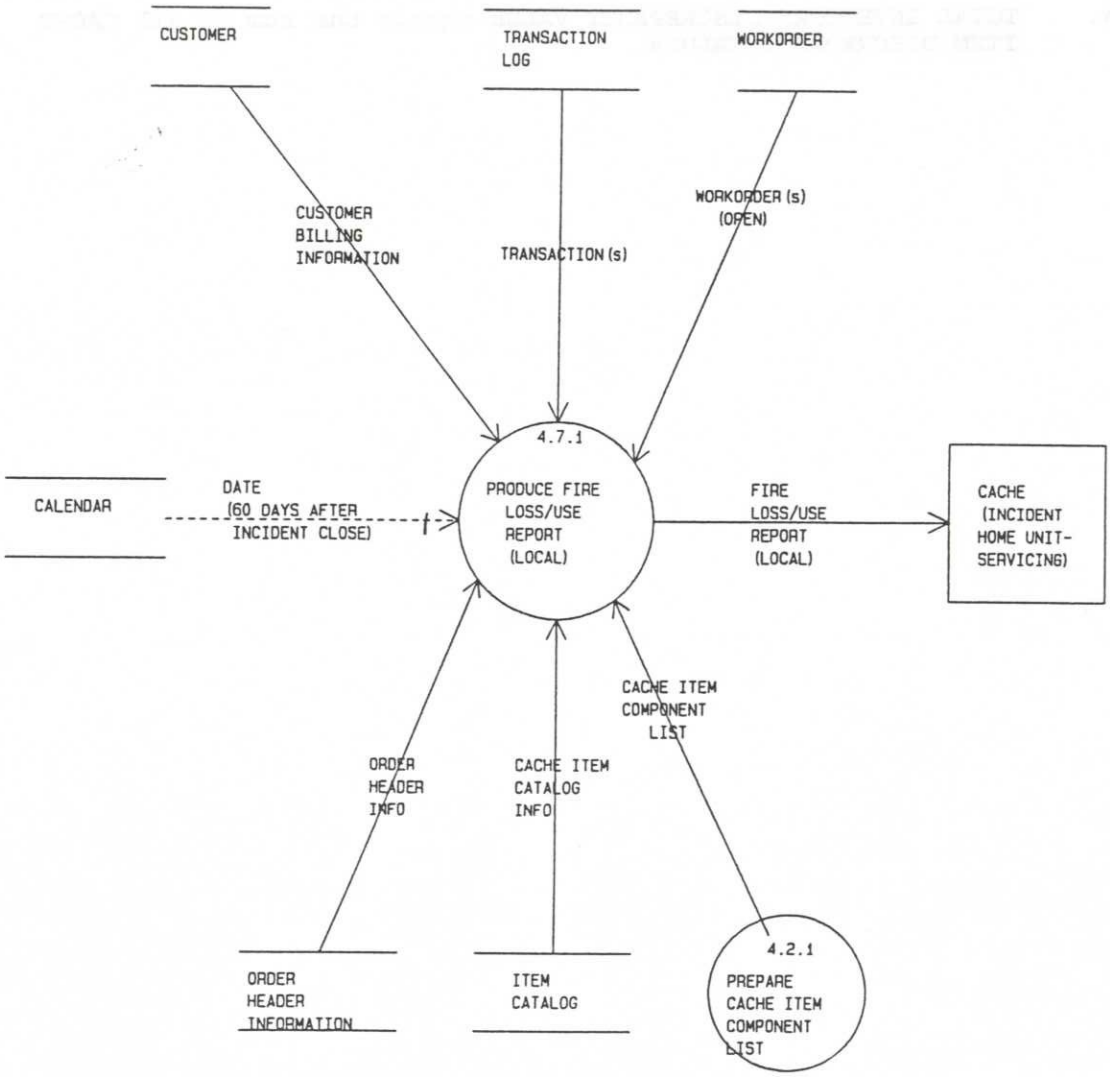
D. If the CACHE ITEM DISCREPANCY VALUE is greater than $100, (*** need to check this amount),

1) Enter the CACHE ITEM NUMBER, CACHE ITEM PRINCIPLE NAME, CACHE ITEM DESCRIPTION, CACHE ITEM ISSUE UNIT PRICE, CACHE ITEM QTY (IN STOCK), CACHE ITEM QTY (ON HAND), and CACHE ITEM DISCREPANCY QTY onto the report page.

2. Enter the TOTAL INVENTORY DISCREPANCY VALUE on the bottom line of the report page.

A. TOTAL INVENTORY DISCREPANCY VALUE equals the sum of all CACHE ITEM DISCREPANCY VALUEs.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.7.1 PRODUCE LOSS/USEREPORT
Filename : loss_use.trg
Chart created on : Jun-05-1993
by user : J.CROSBY
Last modified on : Sep-02-1993
by user : J.CROSBY



Process Specification: 4.7.1 Produce Fire Loss/Use Report (Local)

September 30, 1993

Description: This is the process to produce a Fire Loss/Use Report 60 days from close of Incident.

The following Business Rules have been established:

- A Fire Loss/Use Report must be prepared for incidents that have been designated as Type I or Type II. Report is due 60 days after the close of the incident. Each cache will compile a local Loss/Use report for items issued and returned to/from the cache. The cache within the geographic area of the incident is responsible for compiling the Loss/Use reports from all other caches into one consolidated report.

- Close of Incident/Project is defined as the date that the Type I or II fire is declared "controlled". This date is reported in the Situation Reports available from the Geographic Area Coordination Center.

---

1. DATE (60 days after Close of Incident/Project) trigger is Received from CALENDAR.

2. Retrieve CUSTOMER BILLING INFORMATION from CUSTOMER store.

3. Retrieve all ORDER HEADER INFORMATION for ACCOUNTING CODE (CUSTOMER) or ORDER/REQUEST NUMBER from ORDER HEADER store.

4. Retrieve all TRANSACTIONs from TRANSACTION LOG store for ACCOUNTING CODE (CUSTOMER) or ORDER/REQUEST NUMBER based on ORDER HEADER INFORMATION.

5. For each CACHE ITEM

   A. Retrieve CACHE ITEM CATALOG INFORMATION from ITEM CATALOG.

   B. Calculate CACHE ITEM QTY (ISSUED) (TOTAL).

      1). CACHE ITEM QTY (ISSUED) (TOTAL) equals the total of CACHE ITEM QTY (ISSUED) from all TRANSACTION - ISSUE CACHE ITEMS.

   C. Calculate CACHE ITEM QTY (RETURNED) (TOTAL).

      1). CACHE ITEM QTY (RETURNED) (TOTAL) equals the total of CACHE ITEM QTY (RETURNED) from all TRANSACTION - RETURN.

   D. Calculate CACHE ITEM QTY (UNSERVICEABLE).

      1). CACHE ITEM QTY (UNSERVICEABLE) equals the total of CACHE ITEM QTY (DISPOSAL) from all TRANSACTION - DISPOSAL.

   E. Retrieve WORKORDERS (OPEN) from WORKORDER store.

      1). Calculate ITEM STATUS UNDETERMINED QTY.

         a. ITEM STATUS UNDETERMINED QTY equals the total of CACHE ITEM QTY (WORKORDERED) from all WORKORDERs.

   F. Calculate LOSS/USE PERCENTAGE - ACTUAL for the item.

      1). LOSS/USE PERCENTAGE - ACTUAL equals ITEM ISSUED QTY minus ITEM RETURNED QTY divided by ITEM ISSUED QTY.

G. Calculate TOTAL ITEM VALUE ISSUED.

1). TOTAL ITEM VALUE ISSUED equals ITEM ISSUED QTY multiplied by CACHE ITEM ISSUE UNIT PRICE.

H. Calculate TOTAL ITEM VALUE RETURNED.

1). TOTAL ITEM VALUE RETURNED equals ITEM RETURNED QTY multiplied by CACHE ITEM ISSUE UNIT PRICE.

6. Calculate the LOSS/USE PERCENTAGE CLASS AVERAGE.

A. Calculate the TOTAL CACHE ITEM CLASSIFICATION QTY.

1) TOTAL CACHE ITEM CLASSIFICATION QTY equals the quantity of CACHE ITEMs whose CACHE ITEM CLASSIFICATION equals "XXXX".

("XXXX" is the appropriate CACHE ITEM CLASSIFICATION - "DURABLE", "CONSUMABLE", "ACCOUNTABLE", or "NON-CLASSIFIED")

B. LOSS/USE PERCENTAGE CLASS AVERAGE equals the sum of all TOTAL ITEM QTY ISSUED divided by the TOTAL CACHE ITEM CLASSIFICATION QTY.

7. Calculate TOTAL VALUE ISSUED.

A. TOTAL VALUE ISSUED equals the sum of all TOTAL ITEM VALUE ISSUEDs.

8. Calculate TOTAL VALUE RETURNED.

A. TOTAL VALUE RETURNED equals the sum of all ITEM RETURNED VALUEs.

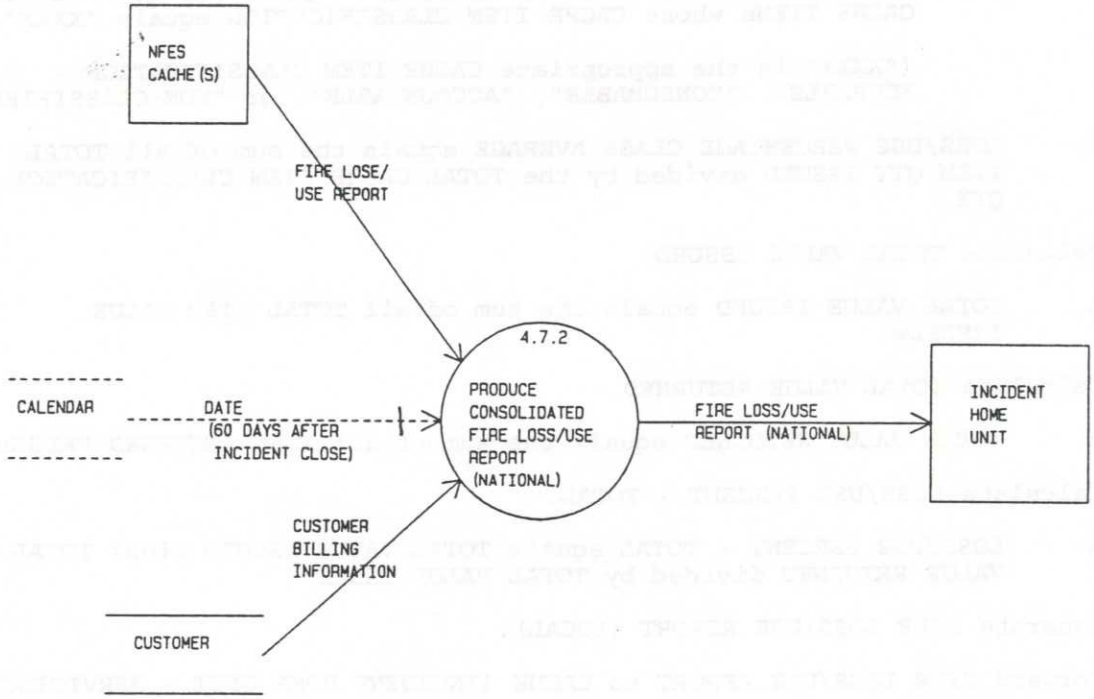
9. Calculate LOSS/USE PERCENT - TOTAL.

A. LOSS/USE PERCENT - TOTAL equals TOTAL VALUE ISSUED minus TOTAL VALUE RETURNED divided by TOTAL VALUE ISSUED.

10. Generate FIRE LOSS/USE REPORT (LOCAL).

11. Forward FIRE LOSS/USE REPORT to CACHE (INCIDENT HOME UNIT - SERVICING).

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.7.2 PROD NAT'L LOSS/USERPT
Filename : nat_loss.trg
Chart created on : Aug-10-1993
by user : C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CHOSBY



Process Specification: 4.7.2 Produce Consolidated Fire Loss/Use Report (National)

September 30, 1993

Description: This is the process to produce a Consolidated Fire Loss/Use Report 60 days from close of Incident.

The following Business Rules have been established:

- A Fire Loss/Use Report must be prepared for incidents that have been designated as Type I or Type II. Report is due 60 days after the close of the incident. Each cache will compile a local Loss/Use report for items issued and returned to/from the cache. The cache within the geographic area of the incident is responsible for compiling the Loss/Use reports from all other caches into one consolidated report.

- Close of Incident/Project is defined as the date that the Type I or II fire is declared "controlled". This date is reported in the Situation Reports available from the Geographic Area Coordination Center.

---

1. Receive DATE (60 days after Close of Incident/Project) trigger from CALENDAR.

2. Retrieve CUSTOMER BILLING INFORMATION from CUSTOMER store.

3. Retrieve all FIRE LOSS/USE REPORTS (LOCAL) from all NFES Caches.

4. For each CACHE ITEM on each FIRE LOSS/USE REPORT (LOCAL)

   A. Calculate TOTAL ITEM QTY ISSUED.

      1). TOTAL ITEM QTY ISSUED equals the total of TOTAL ITEM QTY ISSUED from all FIRE LOSS/USE REPORT (LOCAL).

   C. Calculate TOTAL ITEM QTY RETURNED.

      1). TOTAL ITEM QTY RETURNED equals the total of CACHE ITEM QTY (RETURNED) from all FIRE LOSS/USE REPORT (LOCAL).

   D. Calculate TOTAL ITEM QTY UNSERVICEABLE.

      1). TOTAL ITEM QTY UNSERVICEABLE equals the total of CACHE ITEM QTY (DISPOSAL) from all FIRE LOSS/USE REPORT (LOCAL).

   E. Calculate TOTAL ITEM QTY UNDETERMINED STATUS.

      1). TOTAL ITEM QTY UNDETERMINED STATUS equals the total of TOTAL ITEM QTY UNDETERMINED STATUS from all FIRE LOSS/USE REPORT (LOCAL).

   F. Calculate LOSS/USE PERCENTAGE - ACTUAL.

      1). LOSS/USE PERCENTAGE - ACTUAL equals ITEM ISSUED QTY minus ITEM RETURNED QTY divided by ITEM ISSUED QTY.

   G. Calculate TOTAL ITEM VALUE ISSUED.

      1). TOTAL ITEM VALUE ISSUED equals the total of ITEM ISSUE VALUE from all FIRE LOSS/USE REPORT (LOCAL).

   H. Calculate TOTAL ITEM VALUE RETURNED.

      1). TOTAL ITEM VALUE RETURNED equals the total of TOTAL ITEM VALUE RETURNED from all FIRE LOSS/USE REPORT (LOCAL).

Process Specification: 4.8.1 Produce Open Purchase Order Listing

September 30, 1993

Description: This is the process to produce a list of pending PURCHASE ORDERS that have been submitted to a VENDOR.

1. Receive ADHOC QUERY (OPEN PURCHASE ORDER LISTING).

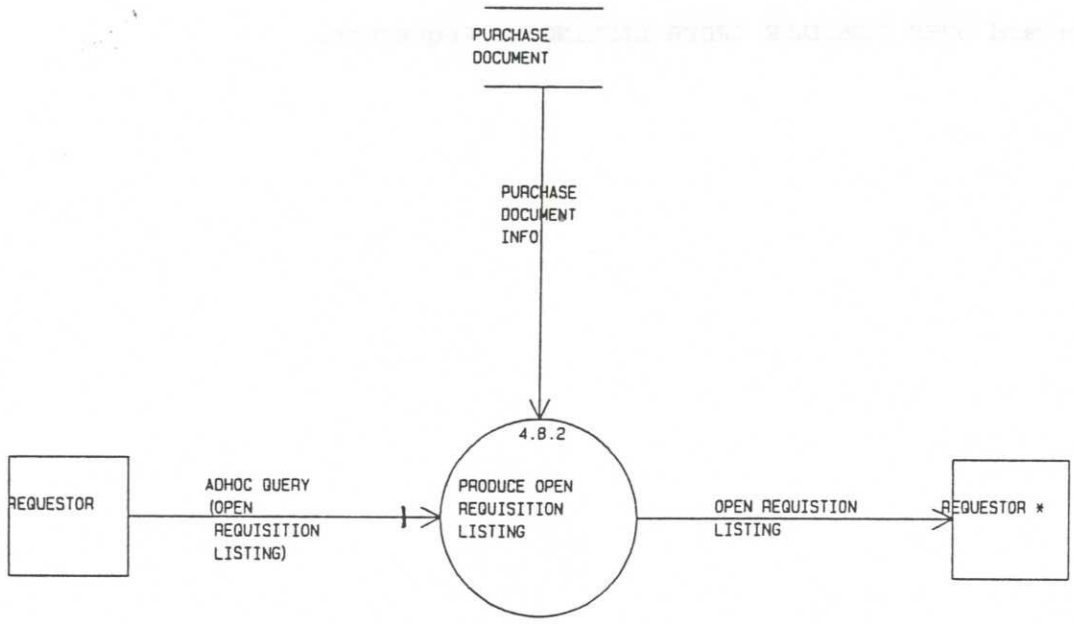
2. For each open PURCHASE ORDER in PURCHASE DOCUMENT store

   A. Retrieve PURCHASE DOCUMENT INFORMATION from PURCHASE DOCUMENT store.

3. Generate OPEN PURCHASE ORDER LISTING.

4. Forward OPEN PURCHASE ORDER LISTING to Requestor.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.8.2 PROD OPEN REQUISITIONLST
Filename : req_lis.trg
Chart created on : Aug-12-1993
by user : C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CHOSBY



6. Calculate the LOSS/USE PERCENTAGE CLASS AVERAGE.

   A. Calculate the TOTAL CACHE ITEM CLASSIFICATION QTY.

      1) TOTAL CACHE ITEM CLASSIFICATION QTY equals the quantity of CACHE ITEMs whose CACHE ITEM CLASSIFICATION equals "XXXX".

         ("XXXX" is the appropriate CACHE ITEM CLASSIFICATION - "DURABLE", "CONSUMABLE", "ACCOUNTABLE", or "NON-CLASSIFIED")

7. Calculate TOTAL VALUE ISSUED.

   A. TOTAL VALUE ISSUED equals the sum of all TOTAL ITEM VALUE ISSUEDs.

   B. LOSS/USE PERCENTAGE CLASS AVERAGE equals the sum of all TOTAL ITEM QTY ISSUED divided by the TOTAL CACHE ITEM CLASSIFICATION QTY.

8. Calculate TOTAL VALUE RETURNED.

   A. TOTAL VALUE RETURNED equals the sum of all TOTAL ITEM VALUE RETURNEDs.

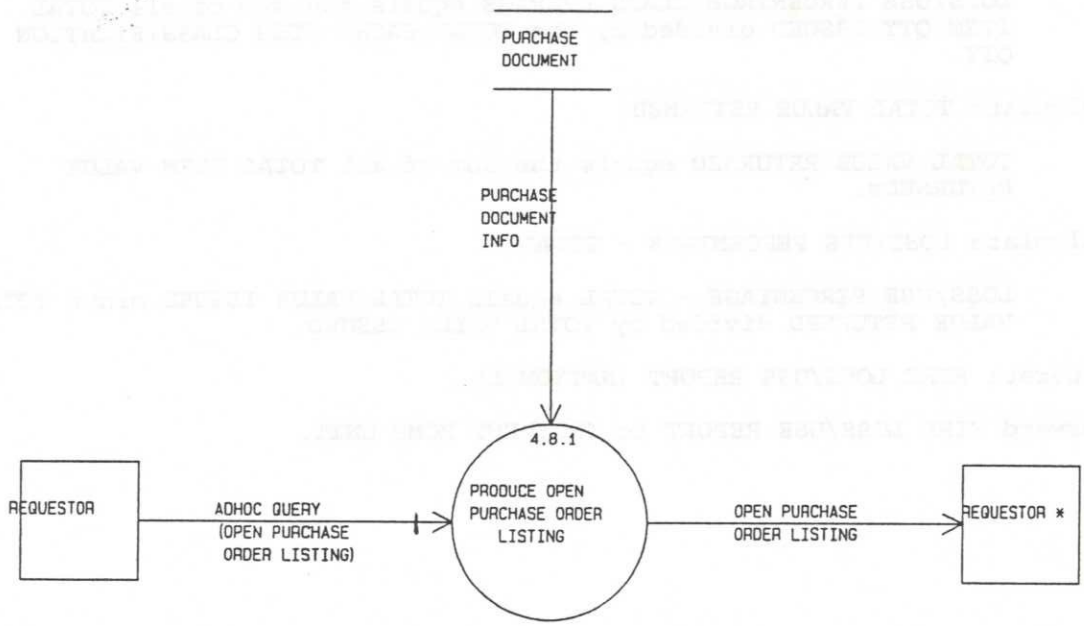
9. Calculate LOSS/USE PERCENTAGE - TOTAL.

   A. LOSS/USE PERCENTAGE - TOTAL equals TOTAL VALUE ISSUED minus TOTAL VALUE RETURNED divided by TOTAL VALUE ISSUED.

10. Generate FIRE LOSS/USE REPORT (NATIONAL).

11. Forward FIRE LOSS/USE REPORT to INCIDENT HOME UNIT.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.8.1 PROD OPEN PURCH ORDLIST
Filename : ord_list.trg
Chart created on : Aug-12-1993
by user : C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CHOSBY



Process Specification: 4.8.2 Produce Open Requisition Listing

September 30, 1993

Description: This is the process to produce a list of pending REQUESTs FOR SUPPLIES (requisitions) that have been submitted to the procurement office, but have not yet been sent to a VENDOR.

1. Receive ADHOC QUERY (OPEN REQUISITION LISTING).

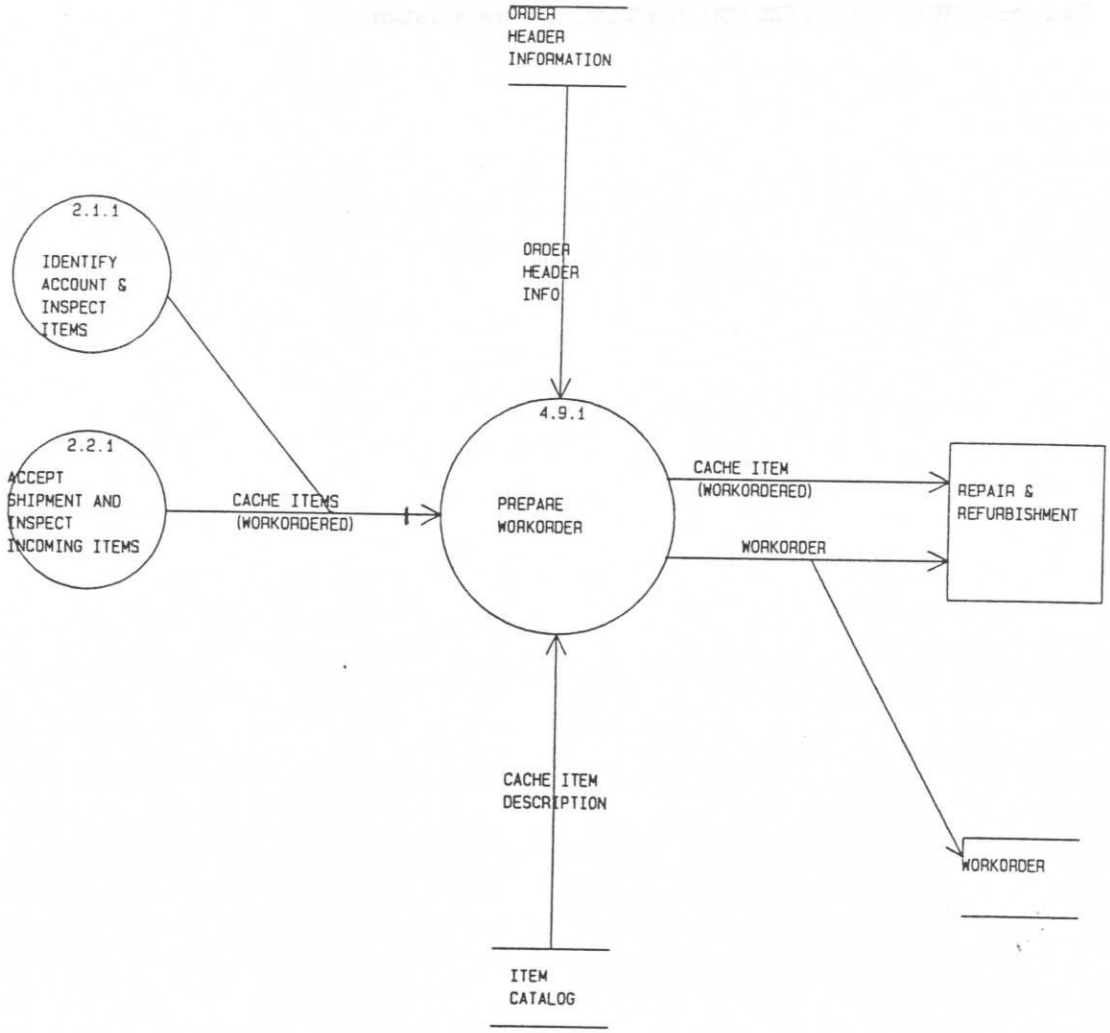
2. For each open REQUISITION in PURCHASE DOCUMENT store

   A. Retrieve PURCHASE DOCUMENT INFORMATION from PURCHASE DOCUMENT store.

3. Generate OPEN REQUISITION LISTING.

4. Forward OPEN REQUISITION LISTING to Requestor.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.9.1 PREPAREWORKORDER
Filename : workord.trg
Chart created on : Aug-12-1993
by user : C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CROSBY



Process Specification: 4.9.1 Prepare Workorder

September 30, 1993

Description: This is the process to prepare a WORKORDER for Repair and Refurbishment.

1. Prepare WORKORDER:

   A. Assign WORKORDER NUMBER.

   B. Enter the ORDER INFORMATION (ORDER NUMBER, INCIDENT/PROJECT NAME, ACCOUNTING CODE (ISSUING OFFICE)) from the ORDER HEADER INFORMATION store.

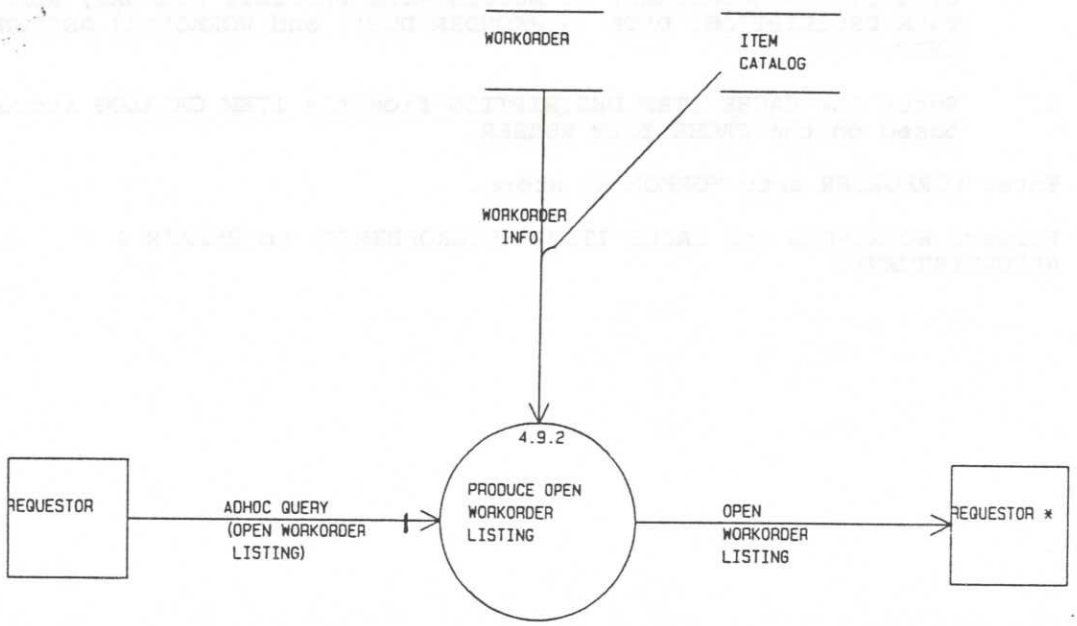
   C. Enter the DATE (WORKORDER INITIATION), CACHE ITEM NUMBER, CACHE ITEM QTY (WORKORDERED) or ACCOUNTABLE PROPERTY NUMBERs, WORKORDER TASK DESCRIPTION, DATE (WORKORDER DUE), and WORKORDER ASSIGN UNIT.

   D. Enter the CACHE ITEM DESCRIPTION from the ITEM CATALOG store based on the CACHE ITEM NUMBER.

2. Enter WORKORDER into WORKORDER store.

3. Forward WORKORDER and CACHE ITEMS (WORKORDERED) to REPAIR & REFURBISHMENT.

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : 4.9.2 PROD OPEN WORKORDERLIST
Filename : work_lis.trg
Chart created on : Aug-12-1993
by user : C.SCHAFER
Last modified on : Sep-02-1993
by user : J.CROSBY



Process Specification: 4.9.2 Produce Open Workorder Listing

September 30, 1993

Description: This is the process to produce a list of all pending Workorders in the Repair/Refurbishment process.

1. Receive ADHOC QUERY (OPEN WORKORDER LISTING).

2. For each open WORKORDER in WORKORDER store

   A. Retrieve WORKORDER INFORMATION from WORKORDER and ITEM CATALOG stores.

3. Generate OPEN WORKORDER LISTING.

4. Forward OPEN WORKORDER LISTING to Requestor.

CACHE ANALYSIS
DATA DICTIONARY

August 25, 1993

TABLE OF CONTENTS

DATA FLOWS 6-2

DATA STORE 6-29

DATA ELEMENTS 6-35

EXTERNAL ENTITY 6-58

REPORTS 6-59

Legend for Data Dictionary Symbols:

+ = AND
( ) = OPTIONAL
[|] = OR (can be only one or the other)
{ } = ITERATIONS (can occur many times)

DATA FLOWS

The "DF-" prefix indicates that this is the definition for a Data Flow (arrow) on the data flow diagram.

Dictionary Name	Description	Components
DF-60 DAYS AFTER CLOSE OF INCIDENT	The 60th day after the close of the incident.	= ORDER NUMBER + DATE (60 DAYS AFTER CLOSE)
DF-ACCOUNT TRANSACTION SUMMARY	A list of all transactions charged to a certain ACCOUNTING CODE (ISSUING OFFICE).	=[RPT - ACCOUNT TRANSACTION SUMMARY - BY ORDER NUMBER | RPT - ACCOUNT TRANSACTION SUMMARY - BY TRANSACTION TYPE]
DF-ACCOUNTABLE PROPERTY - DISPOSED REPORT	A list that provides background information about disposed accountable property	= RPT-ACCOUNTABLE PROPERTY-DISPOSED REPORT
DF-ACCOUNTABLE PROPERTY INFO	Information relative to a specific piece of accountable property.	= ACCOUNTABLE PROPERTY SERIAL NUMBER + ACCOUNTABLE PROPERTY ACQUISITION COST + DATE (ACCOUNTABLE PROPERTY ACQUISITION) + MANUFACTURER NAME + MODEL NAME/NUMBER + OWNER UNIT IDENTIFIER
DF-ACCOUNTABLE PROPERTY NUMBER	This is an accountable property number assigned to a accountable property item.	= ACCOUNTABLE PROPERTY NUMBER
DF-ACCOUNTABLE PROPERTY REPORT	A list that provides information regarding accountable property.	= RPT-ACCOUNTABLE PROPERTY REPORT
DF-ACCOUNTING CODE (ISSUING OFFICE)	The accounting code used by the cache as a cross-reference number to identify the issue.	= ORDER NUMBER + ACCOUNTING CODE (ISSUING OFFICE)
DF-ACCOUNTING CODE (REIMBURSABLE)	A listing of all the management codes that the customer has used for past orders.	= UNIT NAME +{ACCOUNTING CODE (CUSTOMER) + ACCOUNTING CODE (ISSUING OFFICE)}
DF-ACCOUNTING CODE (REIMBURSABLE)	An accounting code used to cross-reference the ACCOUNTING CODE (CUSTOMER) with the cache's agency accounting code.	= UNIT IDENTIFIER + [BLM REIMBURSABLE CODE | FS REIMBURSABLE CODE]
DF-ACCOUNTING CODE CHANGE DOCUMENTATION	Information necessary to document the correction of an customer management code for historical purposes.	= ACCOUNTING CODE (CUSTOMER)(New) + ACCOUNTING CODE (CUSTOMER)(Old) + DATE + COMMENTS
DF-ACCOUNTING CODE CORRECTION	Information necessary to correct a customer management code.	= ACCOUNTING CODE (CUSTOMER)(New) + ACCOUNTING CODE (CUSTOMER)(Old)
DF-ADDRESS	The name and address of the organization.	= UNIT NAME ADDRESS (UNIT ID)
DF-ADDRESS CODE LISTING	A list of names and addresses of all CUSTOMERS.	= RPT-ADDRESS CODE LISTING

Dictionary Name	Description	Components
DF-ADHOC QUERY	An unscheduled request for inforamtion.	=[ADHOC QUERY (ACCOUNT TRANSACTION SUMMARY) | ADHOC QUERY (ACCOUNTABLE PROPERTY DISPOSE REPORT | ADHOC QUERY (ACCOUNTABLE PROPERTY REPORT | ADHOC QUERY (ADDRESS CODE LISTING | ADHOC QUERY (CACHE ITEM ABOVE MAXIMUM REPORT | ADHOC QUERY (CACHE ITEM BELOW MINIMUM REPORT | ADHOC QUERY (CACHE ITEM RFI STATUS BY LOCATION | ADHOC QUERY (CACHE ITEM SUMMARY) | ADHOC QUERY (DUPLICATE LOCATION REPORT) | ADHOC QUERY (INCIDENT/PROJECT SUMMARY) | ADHOC QUERY (KIT - ITEM SUMMARY) | ADHOC QUERY (OPEN PURCHASE ORDER LISTING) | ADHOC QUERY (OPEN REQUISITION LISTING) | ADHOC QUERY (OPEN WORKORDER LISTING) | ADHOC QUERY (RETURN REPORT)]
DF-BACKORDER CANCELLATION	This is information used to cancel of a backordered item.	=ORDER REQUEST NUMBER + CACHE ITEM QTY (CANCELLED)
DF-BACKORDER INFO	This is information required to create a backorder for cache items requested by the CUSTOMER, but not available. The backorder is created so that when the cache item is restocked, the item can be issued to the CUSTOMER.	={ORDER NUMBER ORDER REQUEST NUMBER + CACHE ITEM NUMBER + CACHE ITEM QTY (BACKORDER)}
DF-BACKORDER REQUEST	A internally generated request to fill a backorder.	=ORDER NUMBER + CACHE ITEM NUMBER + CACHE ITEM QTY (BACKORDER)
DF-BACKORDER UPDATE	Information used to update the backorder store with either additions or deletions. This is the new backorder quantity.	=ORDER NUMBER + CACHE ITEM NUMBER + CACHE ITEM QTY (BACKORDER)
DF-BILLING INFO	Information sent to Finance to initiate the billing process for reimbursable orders.	=RPT-BILLING INFORMATION
DF-CACHE AUTHORIZED REPLACEMENT	This is information about a cache item that allows the cache to make automatic substitutions of items. When the new cache item number is requested, in order to get rid of existing inventory, the discontinued item number will substituted for the new cache item number.	= CACHE ITEM NUMBER (REQUESTED) + CACHE ITEM NUMBER (DISCONTINUED)

Dictionary Name	Description	Components
DF-CACHE INFO QUERY	Any request from outside the cache operations that requires a response. Includes unplanned, unscheduled requests for information. (e.g. requests for: Incident item summary, cache item availability, issue status, source of supply, etc.)	
DF-CACHE INFO QUERY RESPONSE	The required information to respond to a CACHE INFO QUERY.	=[ACCOUNT TRANSACTION SUMMARY | CRITICAL ITEM LIST | FIRE LOSS/USE REPORT | ADHOC QUERY RESPONSE]
DF-CACHE ITEM ABOVE MAXIMUM REPORT	A report that shows the CACHE ITEMS whose CACHE ITEM QTY (RFI) is above the maxiumum stocking level.	= RPT-CACHE ITEM ABOVE MAXIMUM REPORT
DF-CACHE ITEM BACKORDER	The required information to add a pending backorder to the BACKORDER store.	=ORDER NUMBER + ORDER REQUEST NUMBER + CACHE ITEM NUMBER + CACHE ITEM QTY (BACKORDER)
DF-CACHE ITEM BELOW MINIMUM REPORT	A report that lists all cache items below the minimum stocking level sorted by CACHE ITEM NUMBER and CACHE STORAGE IDENTIFIER. Selection can be made to print by range of CACHE ITEM NUMBER or CACHE ITEM PRINCIPLE NAME.	=RPT-CACHE ITEM BELOW MINIMUM REPORT
DF-CACHE ITEM CATALOG INFO - INITIAL	This is the initial information (prior to stocking) about the new cache item used to update the ITEM CATALOG. Because some of the ITEM CATALOG information is not known until the item is received, the remaining entries to complete the ITEM CATALOG record will be added in the CACHE ITEM INFO- NEW - FINAL data flow.	= CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM STOCK NUMBER + CACHE ITEM ISSUE UNIT + CACHE ITEM ISSUE UNIT STANDARD PACK QTY + CACHE ITEM CLASSIFICATION + CACHE ITEM SUPPLY SOURCE + CACHE ITEM STOCKING LOCATION CODE

Dictionary Name	Description	Components
DF-CACHE ITEM CATALOG INFO	This is all the information about the cache item from the ITEM CATALOG. Definition of Descriptors in (): (LOCAL) - Catalog information about CACHE ITEMS that are stocked for local use only. Not listed in the NFES Catalog. (NEW) - Catalog information about new CACHE ITEMS.	={CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT + CACHE ITEM ISSUE UNIT STANDARD PACK QTY + CACHE ITEM ISSUE UNIT CUBIC FEET + (CACHE ITEM ISSUE UNIT CUBIC METERS) + CACHE ITEM ISSUE UNIT WEIGHT + CACHE ITEM ISSUE UNIT PRICE {CACHE ITEM STOCKING LOCATION CODE} + (CACHE ITEM STOCK NUMBER) + (CACHE ITEM SUPPLY SOURCE)} + CACHE ITEM CLASSIFICATION
DF-CACHE ITEM CATALOG INFO - NEW - FINAL	This is the information needed to finalize the new cache item record in the ITEM CATALOG. This is information that is received with the incoming shipment of new cache items.	= CACHE ITEM NUMBER + CACHE ITEM ISSUE UNIT WEIGHT + CACHE ITEM ISSUE UNIT CUBIC FEET + HAZARDOUS MATERIAL CLASS
DF-CACHE ITEM COMPONENT AVAILABILITY SUMMARY	A report that shows how many consolidated items can be built and shows which items are short and the shortage quantity.	=RPT-CACHE ITEM COMPONENT AVAILABILITY SUMMARY
DF-CACHE ITEM COMPONENT INFO	Information about the required components to build a CACHE ITEM (CONSOLIDATED).	= CACHE ITEM NUMBER (CONSOLIDATED) + {CACHE ITEM NUMBER (COMPONENT) + CACHE ITEM QTY (COMPONENT) + CACHE ITEM ISSUE UNIT (COMPONENT)}
DF-CACHE ITEM COMPONENT LIST	This is a list of all the components needed to build a kit or other cache item.	= RPT-CACHE ITEM COMPONENT LIST
DF-CACHE ITEM COMPONENT UPDATE	This is an update to the CACHE ITEM COMPONENT data store to either add a new cache item (kit or other), or to modify the components in an cache item component list.	= CACHE ITEM NUMBER + {CACHE ITEM NUMBER + CACHE ITEM QTY + CACHE ITEM ISSUE UNIT (COMPONENT)}
DF-CACHE ITEM COST INFO	This is the information about a particular CACHE ITEM needed to print the OBLIGATED ITEMS LIST and the ISSUE.	=CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT + CACHE ITEM ISSUE UNIT PRICE +
DF-CACHE ITEM COST, WEIGHT, SIZE & HAZARDOUS INFORMATION	The information required to calculate total costs, weight, size, and hazardous designator for the entire issue.	={CACHE ITEM NUMBER + CACHE ITEM ISSUE UNIT CUBIC FEET + (CACHE ITEM ISSUE UNIT CUBIC METERS) + CACHE ITEM ISSUE UNIT WEIGHT + CACHE ITEM ISSUE UNIT PRICE HAZARDOUS MATERIAL CLASS (CACHE ITEM STOCK NUMBER)
DF-CACHE ITEM CRITICAL ITEM FLAG		

Dictionary Name	Description	Components
DF-CACHE ITEM DESCRIPTION	This is a standardized description of a cache item which consists of the main category and brief specifications. (e.g. Axe, crash, smooth edge; Bag, liner, wastebasket, 10gl, 23"x24"; Bands, rubber, assorted)	= CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION
DF-CACHE ITEM DESCRIPTION AND HAZARDOUS MATERIAL CLASS	This is the description and the hazardous material class of a particular CACHE ITEM.	= CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + HAZARDOUS MATERIAL CLASS
DF-CACHE ITEM ISSUE UNIT		
DF-CACHE ITEM ISSUE UNIT PRICE	The cost of an cache item standard unit of issue.	=CACHE ITEM NUMBER + CACHE ITEM ISSUE UNIT PRICE
DF-CACHE ITEM MIN/MAX LEVEL	This is information that contains the cache's designated minimum and maximum stocking level for the cache item.	= CACHE ITEM NUMBER + CACHE ITEM QTY (MINIMUM) + CACHE ITEM QTY (MAXIMUM)
DF-CACHE ITEM NUMBER (CONSOLIDATED)		
DF-CACHE ITEM NUMBER CHANGE DIRECTION	Information necessary to change an existing cache item number to a new cache item number.	= CACHE ITEM NUMBER (New) + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION CACHE ITEM NUMBER (Old)
DF-CACHE ITEM NUMBER CHANGE DOCUMENTATION	Information necessary to document the change of an existing cache item number to a new cache item number.	= CACHE ITEM NUMBER (New) + CACHE ITEM NUMBER (Old) + DATE + COMMENTS
DF-CACHE ITEM NUMBER - NEW	Information necessary to change the CACHE ITEM NUMBER (old) to CACHE ITEM NUMBER (new) in the various active stores.	= CACHE ITEM NUMBER (New) + CACHE ITEM NUMBER (Old)
DF-CACHE ITEM PACKING LIST	A list of all the components contained inside a CACHE ITEM (CONSOLIDATED).	=RPT-CACHE ITEM PACKING LIST
DF-CACHE ITEM PRICE (CURRENT)	Current cost of the CACHE ITEM to update the ITEM CATALOG. Established by the SUPPLIER.	= CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + (CACHE ITEM NUMBER) + CACHE ITEM PRICE (CURRENT)
DF-CACHE ITEM QTY	The quantity of CACHE ITEMS.	= CACHE ITEM NUMBER + CACHE ITEM QTY
DF-CACHE ITEM QTY (ACTUAL)	The actual physical quantity of a particular cache item found in inventory. This total is usually derived by performing a physical count of items.	= CACHE ITEM NUMBER + CACHE ITEM QTY (ACTUAL)

Dictionary Name	Description	Components
DF-CACHE ITEM QTY (ADJUSTED)	A change to the TRANSACTION to adjust the CACHE ITEM QTY.	= TRANSACTION DOCUMENT NUMBER + ORDER REQUEST NUMBER + CACHE ITEM QTY (ADJUSTED)
DF-CACHE ITEM QTY (BACKORDERED)	The backordered quantity of a particular cache item.	= ORDER NUMBER + ORDER REQUEST NUMBER + CACHE ITEM QTY (BACKORDER)
DF-CACHE ITEM QTY (COMPONENT)	The quantity of components used to create CACHE ITEM (CONSOLIDATED).	= CACHE ITEM NUMBER (CONSOLIDATED)+ CACHE ITEM NUMBER (COMPONENT) + CACHE ITEM QTY (COMPONENT)
DF-CACHE ITEM QTY (DUE IN)	The quantity of a particular cache item that has been ordered from the supplier by the procurement office. This total is derived by adding the order quantities of the pending purchase orders.	= CACHE ITEM NUMBER + CACHE ITEM QTY (DUE IN)
DF-CACHE ITEM QTY (OBLIGATED - ADJUSTED)	A change to the quantity of cache items obligated on the ISSUE.	= TRANSACTION DOCUMENT NUMBER (ISSUE) + ORDER REQUEST NUMBER + CACHE ITEM QTY (OBLIGATED - ADJUSTED)
DF-CACHE ITEM QTY (REQUESTED - ADJUSTED)	The quantity of a cache items pending delivery to the cache after the CACHE ITEM QTY (RECEIVED) has been subtracted.	= ORDER NUMBER + ORDER REQUEST NUMBER + CACHE ITEM QTY (REQUESTED - ADJUSTED)
DF-CACHE ITEM QTY (RESERVED - ADJUSTED)	A change to the quantity of a cache item "RESERVED".	= ORDER NUMBER + ORDER REQUEST NUMBER + CACHE ITEM QTY (RESERVED - ADJUSTED)
DF-CACHE ITEM QTY (RFI - ADJUSTED)	A change to the quantity of a non-accountable cache item "ready for issue".	= CACHE ITEM NUMBER + CACHE ITEM QTY (RFI-ADJUSTED)
DF-CACHE ITEM QTY (RFI/RESERVED - ADJUSTED)	The recalculated total of RFI and RESERVED items in the inventory	= CACHE ITEM QTY (RFI - ADJUSTED) + CACHE ITEM QTY (RESERVED - ADJUSTED)
DF-CACHE ITEM QTY (RFI/RESERVED)	The quantity of a particular cache item in the inventory as either RFI or RESERVED.	= CACHE ITEM QTY (RFI) + CACHE ITEM QTY (RESERVED)
DF-CACHE ITEM QTY (RFI)	The quantity of a particular cache item "ready for issue".	= CACHE ITEM NUMBER + CACHE ITEM QTY (RFI)
DF-CACHE ITEM QTY (UNAVAILABLE)	Notification to the CUSTOMER of the unavailability of requested cache item(s).	= ORDER NUMBER + CACHE ITEM NUMBER + CACHE ITEM QTY (UNAVAILABLE)
DF-CACHE ITEM QTY (WORKORDERED)	The quantity of a particular cache item that is in workorder status.	={ORDER NUMBER + CACHE ITEM NUMBER + CACHE ITEM QTY (WORKORDER)}
DF-CACHE ITEM QUALITY STANDARD	Information that contains: a) the specifications of the item; and b) the refurbishment standards for the item.	= CACHE ITEM SPECIFICATION + CACHE ITEM REFURBISHMENT STANDARD

Dictionary Name	Description	Components
DF-CACHE ITEM REQUEST LIST	A list of items that need to be ordered for the cache.	= RPT-CACHE ITEM REQUEST LIST
DF-CACHE ITEM REQUIREMENT LIST	A list describing the type and quantity of kits or other cache items needed to be built.	= RPT-CACHE ITEM REQUIREMENT LIST
DF-CACHE ITEM RFI STATUS BY LOCATION REPORT	A listing that praovides the various warehouse locations of RFI cache items.	= RPT-CACHE ITEM RFI STATUS BY LOCATION REPORT
DF-CACHE ITEM STANDARD PRICE LIST		
DF-CACHE ITEM STATUS	The current status of an accountable property cache item. Values: "RFI", "Not RFI - Kit", "Not RFI - Workorder", "Issued", or "Unserviceable".	= CACHE ITEM NUMBER + CACHE ITEM STATUS
DF-CACHE ITEM STATUS CHANGE	A change to the status of a particular accountable property cache item to "RFI", "Not RFI - Kit", "Not RFI - Workorder", "Issued", or "Unserviceable". An optional field is included to show the type of kit an accountable property item is assigned to.	= CACHE ITEM NUMBER + ACCOUNTABLE PROPERTY NUMBER + CACHE ITEM STATUS + (CACHE ITEM NUMBER (KIT))
DF-CACHE ITEM SUMMARY	A list of all pertinent information about a particular cache item. Includes catalog, supplier, manufacturer/model information.	=RPT-CACHE ITEM SUMMARY
DF-CACHE ITEM TRANSACTION LIST	A list of all transactions for a specific item and/or period of time.	=RPT-CACHE ITEM TRANSACTION LIST
DF-CACHE ITEM UPDATE FORM	This is a form used to either 1) request addition of a new NFES item to the national cache system, or 2) provide an "information-only" update about an item that is being added to the originating cache's inventory. (If it is a request to add a new NFES item, the CACHE ITEM QUALITY STANDARD <u>must</u> be included.)	={CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT + CACHE ITEM ISSUE UNIT STANDARD PACK QTY + CACHE ITEM ISSUE UNIT CUBIC FEET + (CACHE ITEM ISSUE UNIT CUBIC METERS) + CACHE ITEM ISSUE UNIT WEIGHT + HAZARDOUS MATERIAL CLASS + {CACHE ITEM STOCKING LOCATION CODE} + (CACHE ITEM STOCK NUMBER) + (CACHE ITEM SUPPLY SOURCE)} + CACHE ITEM CLASSIFICATION + (CACHE ITEM QUALITY STANDARD)
DF-CACHE ITEM WEIGHT, SIZE, AND HAZARDOUS INFO	Information used to determine the possible shipment methods of the obligated cache items.	= CACHE ITEM NUMBER + CACHE ITEM ISSUE UNIT CUBIC FEET + CACHE ITEM ISSUE UNIT WEIGHT + HAZARDOUS MATERIAL CLASS

Dictionary Name	Description	Components
DF-CACHE ITEM(s)	This is the physical cache item. Definition of Descriptors in (): (BULK) - the CACHE ITEM used to create other CACHE ITEMs (DERIVED) by breaking it down. (e.g. a 500-foot shroud line is cut to create five 100-foot length lines.) (COMPONENTS) - the CACHE ITEMs that make up the CACHE ITEM (CONSOLIDATED). (e.g. Batteries are a component of a Radio Kit.) (CONSOLIDATED) - The consolidated CACHE ITEM that is built from other CACHE ITEM (COMPONENTS). (e.g. a Radio Kit.) (DERIVED) - The CACHE ITEM that is derived by breaking down another CACHE ITEM (BULK). (e.g. Five 100-foot length lines are derived by cutting a 500-foot shroud line into five pieces. (NOT STOCKED LOCALLY) - Items that were received, but are not stocked by the cache. (REJECTED) - Items that are being rejected, not accepted by the cache. (RFI) - Items that are available and ready for issue. (WORKORDERED) - Items that require repair or refurbishment.	= {CACHE ITEM}
DF-CACHE STORAGE ID CACHE ITEM QTY	The quantity of a particular cache item in a specific cache storage location.	= CACHE ITEM NUMBER + CACHE STORAGE ID + CACHE ITEM QTY
DF-CACHE TRANSPORTATION REQUEST	A request to obtain cache-managed transportation for issued cache items.	= ISSUE NUMBER + ROUTE INFO
DF-CONSOLIDATION QUERY	Information relayed to the customer notifying them of the option to combine the shipment of their pending issue with another issue shipment.	= ORDER NUMBER + {ORDER REQUEST NUMBER} + CONSOLIDATION COMMENTS

Dictionary Name	Description	Components
DF-CONSOLIDATION SHIPPING INFO	Information relayed within the cache to alert cache employees that two or more issues will be combined in one shipment.	= CONSOLIDATION COMMENTS + ISSUE (COPY)
DF-CORRECTED CACHE ITEM QTY	This is used to change the quantity of cache items involved in the transaction.	= TRANSACTION REFERENCE NUMBER + ORDER REQUEST NUMBER + CACHE ITEM QTY (ISSUED - ADJUSTED)
DF-CRITICAL ITEM INFO	A list of all the CACHE ITEMS that have been designated as critical items.	= CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM STOCK NUMBER
DF-CRITICAL ITEMS LIST (LOCAL)	A report of the current availability of items that have been designated as critical items.	= RPT-CRITICAL ITEMS LIST (LOCAL)
DF-CRITICAL ITEMS LIST (NATIONAL)	A listing that provides a national summary of the availability of cache items designated as critical items.	=RPT-CRITICAL ITEMS REPORT (NATIONAL)
DF-CRITICAL ITEMS REPORTING REQUIREMENTS	The specific instructions on how what, and when to prepare the local Critical Items List.	
DF-CUSTOMER BILLING INFORMATION	Information about the customer required for billing purposes.	= UNIT IDENTIFIER + UNIT NAME + ADDRESS (BILLING) + ACCOUNTING CODE (ISSUING OFFICE)
DF-CUSTOMER CONTACT RECORD		
DF-CUSTOMER CONTACT RECORD - ARCHIVED		
DF-CUSTOMER INFO	Information about a CUSTOMER.	= UNIT IDENTIFIER (CUSTOMER) + UNIT NAME + (UNIT IDENTIFIER (BILLING OFFICE) + ACCOUNTING CODE (ISSUING OFFICE) + ACCOUNTING CODE (CUSTOMER)) + ADDRESS (CUSTOMER REQUESTOR)+ PHONE NUMBER (CUSTOMER)
DF-CUSTOMER LIST	Reference list of customers, that deal with the cache.	={UNIT IDENTIFIER (CUSTOMER) + UNIT NAME + (UNIT IDENTIFIER (BILLING OFFICE) + ACCOUNTING CODE (ISSUING OFFICE) + ACCOUNTING CODE (CUSTOMER)) + ADDRESS (CUSTOMER REQUESTOR) + PHONE NUMBER (CUSTOMER)}
DF-CUSTOMER MAILING INFO		= UNIT IDENTIFIER (CUSTOMER + ADDRESS (CUSTOMER) + PHONE NUMBER (CUSTOMER)
DF-CUSTOMER PICKUP NOTIFICATION	Notification to the CUSTOMER that an ISSUE is ready for pickup.	= ORDER NUMBER + ISSUE NUMBER + ISSUE GROSS WEIGHT + ISSUE SHIPPING UNIT QTY + ISSUE GROSS CUBE

Dictionary Name	Description	Components
DF-CUSTOMER RECORD - ARCHIVED	A customer record that has been removed from the active CUSTOMER store because no activity in the last 2 years.	= same as CUSTOMER STORE.
DF-DAMAGE/LOSS REPORT	Information about item(s) that were damaged or lost during shipment to the cache.	= DAMAGE/LOSS REPORT (need more info)
DF-DATE	The date of the activity. Definitions for descriptors in () can be obtained by referring to the data element definition of the descriptor.	= DATE
DF-DATE (INCIDENT/PROJECT CLOSE DATE)	Date an Incident/Project is turned over to local management.	= ORDER NUMBER + ACCOUNTING CODE (ISSUING OFFICE) DATE (INCIDENT/PROJECT CLOSE)
DF-DEADLINE	A date or time that triggers action to perform a recurring process.	= [DATE (60 DAYS AFTER CLOSE) | DATE (DATE (END OF CALENDAR OR FISCAL YEAR)) | DATE (MONTHLY) | DATE (WEEKLY) | DATE (DAILY) | DATE (DATE (BI-ANNUAL)) | DATE (NOVEMBER 16)]
DF-DEFICIENT ITEM INFO	Information that identifies the deficiencies of an item that does not meet ITEM QUALITY STANDARD.	= CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + DEFICIENT ITEM COMMENTS
DF-DISCONTINUED ITEM DIRECTION	Instructions to remove a cache item from stock.	= CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + ACTIVITY DESCRIPTION
DF-DRIVER QUALIFICATION/AVAILABILITY	A list of all drivers who are available and qualified to drive a particular vehicle.	={PERSON NAME (DRIVER) + {DRIVER QUALIFICATION} + DRIVER WORKED HOURS + DRIVER DRIVING HOURS + DRIVER STATUS + DRIVER ROTATION NUMBER}
DF-DRIVER STATUS UPDATE	A change to a driver's availability and rotation number.	= DRIVER STATUS (UPDATED) + DRIVER ROTATION NUMBER (UPDATED)
DF-DUPLICATE LOCATION REPORT	A list of locations with more than one CACHE ITEM assigned.	= RPT-DUPLICATE LOCATION REPORT
DF-ERRONEOUS SHIPMENT NOTICE	This is notification to the SUPPLIER that the received shipment of supplies was: 1) missing ordered items, and/or 2) contained items that were not ordered.	= CACHE ITEM STOCK NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + (CACHE ITEM QTY (SHORTAGE))+ (CACHE ITEM QTY (EXTRA))

Dictionary Name	Description	Components
DF-EXPIRED ITEM NOTICE	Notification that expired items were found in the warehouse stock.	= CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE STORAGE ID + {STORAGE LOCATION}
DF-FIRE LOSS/USE REPORT	This is a report required by the Fire Business Managers that summarizes the cache items that were issued, returned, and unserviceable to/from an incident. It provides percentages of acceptable loss/use for each type of cache item.	= FIRE LOSS/USE REPORT
DF-FIRE STORES TRANSACTION REPORT	This is a complete list of all transactions (issues, returns, disposals, losses, etc.) for cache items that are considered fire stores.	= TRANSACTION SUMMARY
DF-FREIGHT BILL	This is the shipper's document used as a receipt for delivery of incoming supplies.	= SHIPPER NAME + ISSUE SHIPPING UNIT QTY
DF-HAZARDOUS ITEM - REMOVED FROM ISSUE	Cache items requested by the CUSTOMER that have been pulled from the issue due to transport constraints on hazardous materials.	= {CACHE ITEM (HAZARDOUS)}
DF-HAZARDOUS MATERIAL INFORMATION	Information concerning the substance hazards, shipping/packing, etc. of hazardous materials.	= HAZARDOUS MATERIAL CLASS + HAZARDOUS MATERIAL DESCRIPTION + HAZARDOUS MATERIAL PACKING/SHIPPING INSTRUCTIONS+ HAZARDOUS MATERIAL PLACARD STATEMENT + {HAZARDOUS MATERIAL SUBSTANCE}
DF-HAZARDOUS MATERIAL REMOVAL NOTICE	Information about hazardous material cache items that are being removed from the issue due to transportation restrictions. Sent to the customer.	= ORDER NUMBER + ORDER REQUEST NUMBER + DATE (ACTIVITY) + CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + ACTIVITY DESCRIPTION
DF-HAZARDOUS MATERIAL SAFETY DATA SHEET	Specifications about the hazardous material. It is required by law that this information accompany the hazardous material.	= HAZARDOUS MATERIAL SAFETY DATA SHEET
DF-INCIDENT/PROJECT REPORT	A reference list of all incidents and projects supported by the cache.	= RPT-INCIDENT/PROJECT REPORT

Dictionary Name	Description	Components
DF-INCIDENT/PROJECT REPORT INFO	Information retrieved from the ORDER HEADER INFORMATION store to create the INCIDENT/PROJECT REPORT.	= INCIDENT/PROJECT NAME + ORDER NUMBER + ACCOUNTING CODE (ISSUING OFFICE) + ACCOUNTING CODE (CUSTOMER) + UNIT IDENTIFIER (CUSTOMER or JURISD) + ORDER NUMBER (NEW) + INCIDENT STATUS + INCIDENT LOCATION
DF-INCIDENT/PROJECT SUMMARY	A listing of all issue, return, and workorder credits/charges for a particular Incident/project.	= RPT-INCIDENT/PROJECT SUMMARY
DF-INCORRECT STORAGE LOCATION NOTICE	Notification that a CACHE ITEM was erroneously placed in the storage location of another CACHE ITEM.	= CACHE STORAGE ID + STORAGE LOCATION (INCORRECT) + CACHE ITEM NUMBER
DF-INVENTORY ADJUSTMENT	Information provided to the 3.20.1 RECONCILE MISSIONG CACHE ITEMS process for further investigation of missing cache items.	= CACHE ITEM NUMBER + CACHE ITEM QTY (MISSING)
DF-INVENTORY ADJUSTMENT DOCUMENTATION	Information sent to ADMINISTRATIVE SERVICES (FINANCE or PROPERTY) to document the removal of inventory due to loss, disposal, etc.	= [DAMAGE/LOSS REPORT | PROPERTY SURVEY FORM | ETC.]
DF-INVENTORY CATALOG INFO	Information from the ITEM CATALOG used to create the INVENTORY WORKSHEET.	= CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT
DF-INVENTORY REPORT INFO - ACCOUNTABLE	A list of all items from the INVENTORY - ACCOUNTABLE store.	={CACHE STORAGE ID + {CACHE ITEM NUMBER + {ACCOUNTABLE PROPERTY NUMBER + ACCOUNTABLE PROPERTY SERIAL NUMBER + MANUFACTURER NAME + MODEL NAME/NUMBER + CACHE ITEM STATUS}}}
DF-INVENTORY REPORT INFO - NON-ACCOUNTABLE	A list of all items from the INVENTORY - NON-ACCOUNTABLE store.	={CACHE STORAGE ID + {CACHE ITEM NUMBER + {STORAGE LOCATION}}} +
DF-INVENTORY REPORTS	Currently, only done by BLM	=[MONTHLY STORES REPORT | ANNUAL INVENTORY REPORT | MONTHLY REPORT]
DF-INVENTORY REVALUATION & BEGINNING BALANCE	An adjusted, reconciled summary of all items stocked in the cache. Includes new beginning balance.	=[ANNUAL INVENTORY REPORT | STOCK STATUS]
DF-INVENTORY UPDATE SUMMARY	Information about items that have been added to inventory. (This is a trigger to process backorders.)	={CACHE ITEM NUMBER + CACHE ITEM QTY (RECEIVED) }

Dictionary Name	Description	Components
DF-INVENTORY WORKSHEET	A list of all cache items stocked by the cache. Used as a worksheet during annual inventory reconcilliation.	=RPT-INVENTORY WORKSHEET
DF-ISSUE	The completed issue and associated shipping information.	= RPT-ISSUE
DF-ISSUE CACHE ITEM	Cache item that have been pulled from the storage location.	={CACHE ITEM + (ACCOUNTABLE PROPERTY NUMBER)}
DF-ISSUE DELIVERY INFO	Information about the delivery of an issue. Includes Actual Delivery Date/Time.	= PERSON NAME (RECEIVED BY) + DATE (SHIPMENT RECEIVED) + TIME (SHIPMENT RECEIVED)
DF-ISSUE FILLED DATE/TIME	The date and time an issue was filled.	= ISSUE NUMBER + DATE (TRANSACTION) + TIME (TRANSACTION)
DF-ISSUE NUMBER	The next consecutive number to be assigned to the new issue.	= ISSUE NUMBER
DF-ISSUE SHIPMENT MODE	The kind of shipper used in transporting the issued items.	= ISSUE NUMBER + ISSUE SHIPMENT MODE
DF-ISSUE SHIPPING INFO	Information provided to the CUSTOMER about the shipment of the issue.	= ORDER NUMBER + SHIPPING ITINERARY
DF-ISSUE SHIPPING UNIT	The issue items consolidated and packaged for shipment. (e.g can be in a carton, bag, or pallet).	={ISSUE SHIPPING UNIT}
DF-ISSUE SHIPPING UNIT INFO	Information about the weight, size, and shipping unit quantity of an issue.	= ISSUE NUMBER + ISSUE GROSS WEIGHT + ISSUE GROSS CUBE + ISSUE SHIPPING UNIT QTY
DF-ISSUE SHORTAGE NOTICE	Notification from the CUSTOMER that a SHIPMENT was missing issued cache items.	= ISSUE NUMBER + CACHE ITEM NUMBER + CACHE ITEM QTY (SHORTAGE)
DF-ISSUE WEIGHT & CUBE	The actual weight and cube of the SHIPMENT.	= ISSUE NUMBER + ISSUE TOTAL WEIGHT + ISSUE TOTAL CUBE
DF-ITEM DISPOSAL NOTICE	The appropriate form required to initiate disposal of items.	=[PROPERTY SURVEY FORM | DAMAGE/LOSS REPORT]

Dictionary Name	Description	Components
DF-ITEM RECEIPT INFO - ACCOUNTABLE	This is information required to update the inventory when accountable property cache items are being added to the inventory.	= CACHE ITEM NUMBER + {ACCOUNTABLE PROPERTY NUMBER + ACCOUNTABLE PROPERTY CLASS + ACCOUNTABLE PROPERTY NOUN DESCRIPTION + MANUFACTURER NAME + MODEL NAME/NUMBER + DATE (ACCOUNTABLE PROPERTY ACQUISITION) + ACCOUNTABLE PROPERTY ACQUISITION COST + CACHE STORAGE ID + STORAGE LOCATION + CACHE ITEM STATUS + (OWNER UNIT IDENTIFIER)} + INVOICE + (FREIGHT BILL)
DF-ITEM RECEIPT INFO - NON-ACCOUNTABLE	This is information required to update the inventory when accountable property cache items are being added to the inventory.	= CACHE ITEM NUMBER + {CACHE ITEM QTY (RFI) + CACHE STORAGE ID STORAGE LOCATION} + INVOICE + (FREIGHT BILL)
DF-ITEM SUPPLIER INFO	Information required to add a new supplier for a particular cache item.	= CACHE ITEM NUMBER + CACHE ITEM STOCK NUMBER + SUPPLIER STANDARD PACK QTY + CACHE ITEM ISSUE UNIT + {[VENDOR NAME | "FSS" + SUPPLIER CODE] + ADDRESS (SUPPLIER) + PHONE NUMBER (SUPPLIER) + SUPPLIER LEADTIME DAYS + SUPPLIER PREFERRED FLAG + (PERSON NAME (SUPPLIER CONTACT)) + (PHONE NUMBER (SUPPLIER CONTACT))}
DF-ITEM SUPPLIER LIST	A list of potential suppliers of a cache item. This list is maintained by the procurement office.	= RPT-ITEM SUPPLIER LIST
DF-KIT - ITEM SUMMARY		= RPT - KIT-ITEM SUMMARY
DF-LIST OF AUTHORIZED CUSTOMERS	A list of organizations that are authorized to submit ORDERS to the cache.	={UNIT IDENTIFIER + UNIT NAME}
DF-LIST OF ITEMS WITH EXPIRATION	A list of items stocked by the cache whose CACHE ITEM EXPIRATION FLAG = "Yes", which means that the item has an expiration date.	=RPT-LIST OF ITEMS WITH EXPIRATION
DF-MANUFACTURER NAME & MODEL NAME/NUMBER		
DF-MONTHLY STORES REPORT	A summary of all charges and adjustments made to the Fire Stores Account general ledger.	= TRANSACTION SUMMARY (BY ACCOUNT)
DF-MONTHLY TRANSACTION LISTING		= RPT - TRANSACTION LISTING
DF-NATIONAL SHORTAGE INFO ask Patrick		= CACHE ITEM NUMBER + CACHE ITEM DESCRIPTION

Dictionary Name	Description	Components
DF-NEW CUSTOMER NOTICE		= UNIT NAME + (UNIT IDENTIFIER (BILLING OFFICE) + ACCOUNTING CODE (ISSUING OFFICE)) + ADDRESS (CUSTOMER REQUESTOR) + PHONE NUMBER (CUSTOMER)
DF-NEW ITEM DIRECTION*	This is information about new cache items to be added to the cache inventory. Direction could come from local management or the NFES representative. (It is assumed that any decisions regarding whether or not to stock the item have already been made.)	=[NEW ITEM NOTICE | NEW ITEM DIRECTION - LOCAL]
DF-NEW ITEM DIRECTION - LOCAL	This is direction from local management (cache manager or higher authority to add a new item to the cache inventory.	= CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + (CACHE ITEM STOCK NUMBER)
DF-NEW ITEM NOTICE		
DF-NEW ITEM NOTICE - NFES	This is information from the NFES Representative about a new NFES item that will be added to the cache inventory. (It is assumed that any decisions regarding whether or not to stock the item have already been made.)	={CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT + CACHE ITEM ISSUE UNIT STANDARD PACK QTY + CACHE ITEM ISSUE UNIT CUBIC FEET + (CACHE ITEM ISSUE UNIT CUBIC METERS) + CACHE ITEM ISSUE UNIT WEIGHT + (HAZARDOUS MATERIAL CLASS) + {CACHE ITEM STOCKING LOCATION CODE} + (CACHE ITEM STOCK NUMBER) + (CACHE ITEM SUPPLY SOURCE)} + CACHE ITEM CLASSIFICATION} +
DF-NFES CATALOG INFO	Information regarding items to be included in the NFES Catalog.	={CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT + CACHE ITEM ISSUE UNIT STANDARD PACK QTY + CACHE ITEM ISSUE UNIT CUBIC FEET + CACHE ITEM ISSUE UNIT WEIGHT + HAZARDOUS MATERIAL CLASS + {CACHE ITEM STOCKING LOCATION CODE} + (CACHE ITEM STOCK NUMBER) + CACHE ITEM CLASSIFICATION} +
DF-OBLIGATED ITEMS LIST - VALIDATED	Information about the items being committed to the issue based upon items actually pulled from cache storage locations.	= RPT-ISSUE + PERSON NAME (FILLED BY) + PERSON NAME (CHECKED BY)
DF-OBLIGATED ITEMS LIST - COMMITTED	Same as OBLIGATED ITEMS LIST - VALIDATED, except that the quantity of cache items may have been changed during the Determine Shipment Mode process.	= RPT-ISSUE + PERSON NAME (FILLED BY) + PERSON NAME (CHECKED BY)

Dictionary Name	Description	Components
DF-OBLIGATED ITEMS LIST	A list of cache items committed to an issue used to locate and pull the items from the storage location.	= RPT-ISSUE
DF-OPEN ACCOUNT SUMMARY	A list of transactions for each open accounts provided to Finance at the end of the fiscal year.	= RPT-OPEN ACCOUNT SUMMARY
DF-OPEN PURCHASE ORDER LISTING	A list of all outstanding purchase orders which have been sent to the supplier.	=RPT-OPEN PURCHASE ORDER LISTING
DF-OPEN REQUISITION LISTING	A list of all outstanding requisitions that are pending action by the procurement office	=RPT-OPEN REQUISITION LISTING
DF-OPEN WORKORDER LISTING	A list of all items in the repair/refurbishment process.	=RPT-OPEN WORKORDER LISTING
DF-ORDER ADDRESS	The name and address of the office having jurisdiction over the incident/project.	= ADDRESS (CUSTOMER REQUESTOR)
DF-ORDER DELIVERY INFO	Information about the delivery requirements of the order.	= ORDER NUMBER + DATE (REQUIRED DELIVERY) + TIME (REQUIRED DELIVERY) + REQUEST TRANSPORTATION MODE + [UNIT IDENTIFIER (DELIVERY ADDRESS) | ADDRESS (DELIVERY)]
DF-ORDER HEADER INFO	CUSTOMER and requested cache item information required to initiate the issue.	= ORDER NUMBER + ORDER TYPE + ORDER PRIORITY CODE + [UNIT IDENTIFIER (CUSTOMER REQUESTOR) | CUSTOMER INFORMATION] PERSON NAME (CUSTOMER CONTACT) PHONE NUMBER (CUSTOMER DELIVERY) + (INCIDENT/PROJECT NAME) + [UNIT IDENTIFIER (DELIVERY ADDRESS)) | ADDRESS (DELIVERY)] + ACCOUNTING CODE (CUSTOMER) + ACCOUNTING CODE (SHIPPING) ACCOUNTING CODE (ISSUING OFFICE) + DATE (ORDER ORIGINATION) + TIME (ORDER ORIGINATION)
DF-ORDER HEADER INFO - FOR ISSUE	The required data for the header of the OBLIGATED ITEMS LIST and the ISSUE FORM.	= ORDER NUMBER + ORDER PRIORITY CODE + ADDRESS (CUSTOMER REQUESTOR) + [PERSON NAME (CUSTOMER CONTACT) | INCIDENT/PROJECT NAME] + ADDRESS (DELIVERY) + ACCOUNTING CODE (CUSTOMER) + ACCOUNTING CODE (ISSUING OFFICE) + DATE (ORDER ORIGINATION) + TIME (ORDER ORIGINATION) + DATE (ISSUED)
DF-ORDER NUMBER	A list of order numbers used to determine whether an account already exists.	= ORDER NUMBER + [INCIDENT/PROJECT NAME | UNIT NAME]

Dictionary Name	Description	Components
DF-ORDER NUMBER CHANGE DOCUMENTATION	Information necessary to document the correction of an erroneous ORDER NUMBER, for historical purposes.	= ORDER NUMBER + [INCIDENT/PROJECT NAME | UNIT NAME]
DF-ORDER NUMBER - CORRECTED	Information necessary to correct an erroneous customer accounting code.	= ORDER NUMBER (BAD) + ORDER NUMBER (GOOD)
DF-ORDER RECEIPT INFO	This is the information to update the PURCHASE DOCUMENTS store to document receipt of items that meet the CACHE ITEM QUALITY STANDARDS.	=[ITEM RECEIPT INFO- ACCOUNTABLE | ITEM RECEIPT INFO- NON-ACCOUNTABLE]
DF-ORDER/REQUEST	An incoming request for cache items. This can be an original order or an add-on to an existing order. I can come in the form of a requisition, purchase order, resource order, replacement order, or redistribution order.	= [ORDER HEADER INFORMATION | ORDER NUMBER] + DATE (ORDER/REQUEST RECEIVED) + TIME (ORDER/REQUEST RECEIVED) + DATE (REQUIRED DELIVERY) + TIME (REQUIRED DELIVERY) + {ORDER REQUEST NUMBER + CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT + CACHE ITEM QTY (REQUESTED)}
DF-ORDER/REQUEST CANCELLATION	Notification from the CUSTOMER to cancel all or part of an order.	= DATE (CANCELLATION) + TIME (CANCELLATION) + ACTIVITY DESCRIPTION + ORDER NUMBER + ({ORDER REQUEST NUMBER + CACHE ITEM QTY (CANCELLED)}) UNIT NAME + PERSON NAME (CUSTOMER CONTACT)
DF-ORDER/REQUEST - REJECTED	An ORDER/REQUEST that is being returned to the CUSTOMER without action.	= ORDER/REQUEST + ORDER REJECTION REASON
DF-ORDER/REQUEST - TRANSFER	Notification from an incident that it has transferred cache items to another incident/project.	=[ORDER NUMBER (TRANSFERRING INCIDENT) + ACCOUNTING CODE (ISSUING OFFICE - TRANSFERRING) + ORDER HEADER INFO (RECEIVING INCIDENT) + {CACHE ITEM NUMBER + CACHE ITEM QTY (TRANSFERRED) }
DF-ORDER/REQUEST - UNFILLABLE	Notification to the CUSTOMER that the cache item(s) on the order are not available and cannot be filled.	= ORDER NUMBER + ORDER REQUEST NUMBER + COMMENTS (UNFILLABLE)
DF-ORDER/REQUEST - VALIDATED	An order that has been accepted and all information has been validated.	= ORDER/REQUEST + ORDER TYPE + DATE (ORDER RECEIVED) + TIME (ORDER RECEIVED)
DF-PENDING BACKORDERS	Information about pending backorders for a particular cache item.	= {CACHE ITEM NUMBER + CACHE ITEM QTY (BACKORDER)}
DF-PERSON NAME (CUSTOMER CONTACT)		

Dictionary Name	Description	Components
DF-POTENTIAL REQUEST INFO	This is information from local management or coordination center about potential orders that may require additional stocking of cache item(s).	(No particular format. May come in the form of phone conversation documentation, FAX message, short-note transmittals, etc.)
DF-PREPAREDNESS LEVEL	A code that identifies the current level of wildland fires, severity, and resource commitment. The five different levels dictate increased or descreased staffing and levels of prioritization. PL1 is lowest and PL5 is highest. The preparedness level identifies actions to be taken to ensure an appropriate level of preparedness/readiness for the existing and potential situation.	= PREPAREDNESS LEVEL
DF-PRIORITY DIRECTION	Direction from geographic area coordination center prioritizing the allocation of resource commitment.	= PRIORITY DIRECTION
DF-PROCUREMENT STATUS	Information from the Procurement Office regarding the status of pending requisitions and/or purchase orders.	= Narrative. No standard format.
DF-PURCHASE DOCUMENT	This is the request (requisition or resource order) and/or associated document received from Admin Services (procurement) for the purpose of re-stocking or ordering new cache items. Can also include other information such as freight bill, invoice copy, etc.	= REQUEST FOR SUPPLIES + PURCHASE ORDER + ???
DF-PURCHASE DOCUMENT INFO		
DF-PURCHASE ORDER	This is the information regarding Purchase Orders resulting from Cache Requests for Supplies.	= CACHE REQUEST NUMBER + PURCHASE ORDER NUMBER + DATE (PURCHASE ORDER) + NAME (PURCHASING AGENT) + SUPPLIER CODE
DF-PURCHASE RECEIPT INFO	This is the information to notify ADMIN SERVICES (PROCUREMENT) of the receipt of items that meet the CACHE ITEM QUALITY STANDARD.	= PURCHASE DOCUMENT + [ITEM RECEIPT INFO- ACCOUNTABLE | ITEM RECEIPT INFO- NON-ACCOUNTABLE]

Dictionary Name	Description	Components
DF-QUALITY DEFICIENCY NOTICE	Communication regarding items found to deficient based on ITEM QUALITY STANDARD. (Sent to NFES Representative for distribution to other caches.)	= CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM DEFICIENCY COMMENTS
DF-QUALITY DEFICIENCY REPORT	This is a report sent to ADMIN SERVICES to reject items that do not meet the CACHE ITEM QUALITY STANDARDS.	? Need form.
DF-REDISTRIBUTION INFORMATION	Directions on where to distribute excess cache items.	= ORDER (REDISTRIBUTION)
DF-REDISTRIBUTION REPORT	A list that shows: 1) items above the maximum stocking level, and 2) items below the minimum stocking level. The list is used to identify items available for redistribution and items the cache requires for restocking.	= RPT-REDISTRIBUTION REPORT
DF-REIMBURSABLE ORDER CLOSE NOTICE	Notification that a direct sales reimbursable order has been closed and that customer should be billed for items issued.	= ORDER NUMBER
DF-REJECTED ITEM NOTICE	A list of items that were rejected from the PULL ITEMS or RETURN process because it is either: 1) unrepairable, or 2) not stocked by cache.	=(ORDER NUMBER) + (CACHE ITEM NUMBER) + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + [CACHE ITEM QTY (REJECTED) | {ACCOUNTABLE PROPERTY NUMBER}]
DF-REPORT DUE DATE	The due date of the report as indicated in established reporting procedures.	
DF-REQUEST	Information about a specific request.	= ORDER NUMBER + ORDER REQUEST NUMBER + CACHE ITEM NUMBER + CACHE ITEM QTY (REQUESTED) + DATE (REQUIRED DELIVERY) + REQUEST TRANSPORATION MODE + REQUEST COMMENTS
DF-REQUEST - CANCELLATION	Information used to cancel part or all of an ORDER/REQUEST.	= ORDER NUMBER + ORDER REQUEST NUMBER + CACHE ITEM NUMBER + CACHE ITEM QTY (CANCELLED)
DF-REQUEST FOR INCIDENT SUMMARY	A request for an Incident Summary Report.	= COMMENTS (no standard format)

Dictionary Name	Description	Components
DF-REQUEST FOR SUPPLIES	Information used to procure items to restock the cache. Goes to Supplier or Procurement (Admin Svcs) with a copy to PURCHASE DOCUMENTS store.	= RPT-REQUEST FOR SUPPLIES
DF-RETURN REPORT	A list of items returned and credited (qty and value) on a given date. Also customer and accounting information.	=RPT- RETURN REPORT
DF-RETURN WORKSHEET	Information about items returned to the cache from a CUSTOMER.	= RPT-RETURN WORKSHEET - ACCOUNTABLE PROP + RPT-RETURN WORKSHEET - RFI OR UNSERVICEABLE
DF-RETURNED SUPPLIES	Items returned to SUPPLIER as a result of erroneous shipment, damaged, non-spec.	=
DF-REVALUE NOTICE	This is notification that the annual inventory reconciliation has been completed, which is used to trigger the process to REVALUE INVENTORY with the new year's prices.	= REVALUE NOTICE
DF-ROUTE INFO	Information used to identify any conditions (e.g. hazards, closures, rough, windy road, weather conditions, etc.) that may effect the chosen route of delivery.	=({MAP}) + (ROAD CONDITION INFO) + (ROAD RESTRICTION INFO) + (DELIVERY DIRECTIONS)
DF-SHIPMENT	The issue and associated issued cache items. Ready for shipment.	= ISSUE + {ISSUE SHIPPING UNIT}
DF-SHIPMENT DEPARTURE INFO	Information about the departure of a SHIPMENT.	=DF-SHIPMENT DEPARTURE INFO- GOVT. VEHICLE DF-SHIPMENT DEPARTURE INFO- CUSTOMER PROVIDED DF-SHIPMENT DEPARTURE INFO- COMMERCIAL
DF-SHIPMENT DEPARTURE INFO - GOVT. VEHICLE	Information about the departure of a SHIPMENT via government vehicle.	= ISSUE NUMBER + DATE (SHIPMENT ACTUAL DEPARTURE) + TIME (SHIPMENT ACTUAL DEPARTURE) + TIME (SHIPMENT ESTIMATED ARRIVAL)
DF-SHIPMENT DEPARTURE INFO - COMMERCIAL	Information about the departure of a SHIPMENT via commercial surface or air carrier.	= ISSUE NUMBER + GOVERNMENT BILL OF LADING NUMBER + DATE (SHIPPER RECEIPT) + PERSON NAME (SHIPPER RECEIPT)
DF-SHIPMENT DEPARTURE INFO - CUSTOMER PROVIDED	Information about the departure of a SHIPMENT via customer-provided transportation.	= ISSUE NUMBER + DATE (SHIPMENT RECEIPT) + SIGNATURE (SHIPMENT RECEIPT)

Dictionary Name	Description	Components
DF-SHIPPING INFO	Information about the shipment of a specific issue.	= [SHIPPING INFO- COMMERCIAL SURFACE CARRIER| SHIPPING INFO- COMMERCIAL AIR CARRIER | SHIPPING INFO- CUSTOMER PROVIDED AIR | SHIPPING INFO- CUSTOMER PROVIDED SURFACE | SHIPPING INFO- GOVT VEHICLE | SHIPPING INFO- MAIL]
DF-SHIPPING INFO - COMMERCIAL SURFACE CARRIER		= ISSUE NUMBER + SHIPPER NAME + SHIPPER TRACKING NUMBER + TIME (SHIPPER ESTIMATED ARRIVAL) + (GOVERNMENT BILL OF LADING)
DF-SHIPPING INFO - COMMERCIAL AIR CARRIER	Information about the shipment of a specific issue being transported via commercial air.	= ISSUE NUMBER + SHIPPER NAME + SHIPPER TRACKING NUMBER + TIME (SHIPPER ESTIMATED ARRIVAL) + FLIGHT NUMBER + (GOVERNMENT BILL OF LADING)
DF-SHIPPING INFO - CUSTOMER PROVIDED AIR	Information about the shipment of a specific issue being transported via customer-provided air.	= ISSUE NUMBER + A/C MAKE/MODEL NAME + A/C TAIL NUMBER + TIME (SHIPPER ESTIMATED ARRIVAL) + (SHIPPER NAME)]
DF-SHIPPING INFO - CUSTOMER PROVIDED SURFACE	Information about the shipment of a specific issue being transported via customer-provided surface.	= ISSUE NUMBER + PERSON NAME (DRIVER) + VEHICLE MAKE/MODEL NAME + TIME (SHIPPER ESTIMATED ARRIVAL) + VEHICLE NUMBER
DF-SHIPPING INFO - GOVT VEHICLE	Information about the shipment of a specific issue being transported via government vehicle.	= ISSUE NUMBER + PERSON NAME (DRIVER) + ISSUE SHIPMENT ROUTE + VEHICLE NUMBER
DF-SHIPPING INFO - MAIL	Information about the shipment of a specific issue being transported via mail service.	={ISSUE SHIPPING UNIT WEIGHT}+ SHIPPER TRACKING NUMBER
DF-SHIPPING INFO - PENDING SHIPMENT	A list of SHIPMENT ITINERARY(s) of issues being delivered to the same location of the ISSUE being processed.	={LOCATION (DELIVERY) + ISSUE TOTAL WEIGHT + ISSUE TOTAL CUBE + SHIPPING ITINERARY}
DF-SHIPPING ITINERARY - COMMERCIAL SURFACE CARRIER	Information about the travel schedule of the carrier assigned to ship a specific issue via commercial surface.	= SHIPPING INFO- COMMERCIAL SURFACE CARRIER + LOCATION (BEGINNING) + LOCATION (ENDING) + TIME (SHIPMENT ACTUAL DEPARTURE) + TIME (SHIPMENT ESTIMATED ARRIVAL)
DF-SHIPPING ITINERARY	Information about the travel schedule of the carrier assigned to ship a specific issue.	=[SHIPPING ITINERARY - GOVT VEHICLE | SHIPPING ITINERARY - COMMERCIAL AIR CARRIER| SHIPPING ITIN. - COMMERCIAL SURFACE CARRIER| SHIPPING ITIN. - CUSTOMER PROVIDED SURFACE | SHIPPING ITINERARY - CUSTOMER PROVIDED AIR]
DF-SHIPPING ITINERARY - CUSTOMER PROVIDED SURFACE	Information about the travel schedule of the carrier assigned to ship a specific issue via customer-provided surface.	= SHIPPING INFO- CUSTOMER PROVIDED SURFACE + LOCATION (BEGINNING) + LOCATION (ENDING) + TIME (SHIPMENT ACTUAL DEPARTURE) + TIME (SHIPMENT ESTIMATED ARRIVAL)

Dictionary Name	Description	Components
DF-SHIPPING ITINERARY - CUSTOMER PROVIDED AIR	Information about the travel schedule of the carrier assigned to ship a specific issue via customer-provided air.	= SHIPPING INFO- COMMERCIAL AIR CARRIER + LOCATION (BEGINNING) + LOCATION (ENDING) + TIME (SHIPMENT ACTUAL DEPARTURE) + TIME (SHIPMENT ESTIMATED ARRIVAL)
DF-SHIPPING ITINERARY - GOVT VEHICLE	Information about the travel schedule of the carrier assigned to ship a specific issue via government vehicle.	= SHIPPING INFO- GOVERNMENT VEHICLE + LOCATION (BEGINNING) + LOCATION (ENDING) + TIME (SHIPMENT ACTUAL DEPARTURE) + TIME (SHIPMENT ESTIMATED ARRIVAL)
DF-STOCK STATUS REPORT	A hardcopy summary of all inventory on stock.	= RPT-STOCK STATUS REPORT
DF-STORAGE LOCATION	The physical location(s) where a cache item is stored within the cache.	= CACHE ITEM NUMBER + CACHE LOCATION AISLE IDENTIFIER + CACHE LOCATION SHELF IDENTIFIER + CACHE LOCATION BIN IDENTIFIER
DF-STORAGE LOCATION CHANGE	Information to update the INVENTORY store with the new storage location of a particular cache item.	= CACHE ITEM NUMBER + CACHE STORAGE ID (NEW)+ STORAGE LOCATION (NEW)+ [CACHE ITEM QTY (RFI - ADJUSTED) (NEW) | {ACCOUNTABLE PROPERTY NUMBER }] + CACHE STORAGE ID (OLD)+ STORAGE LOCATION (OLD)+ CACHE ITEM QTY (RFI - ADJUSTED) (OLD) +
DF-SUBSTITUTION INFO	Information relayed to CUSTOMER regarding available item(s) which may meet the same need as the unavailable requested item.	= ORDER NUMBER + ORDER REQUEST NUMBER + CACHE ITEM NUMBER (UNAVAILABLE) + CACHE ITEM PRINCIPLE NAME (UNAVAILABLE) + CACHE ITEM DESCRIPTION (UNAVAILABLE) + CACHE ITEM NUMBER (SUBSTITUTE) + CACHE ITEM PRINCIPLE NAME (SUBSTITUTE) + CACHE ITEM DESCRIPTION (SUBSTITUTE) + COMMENTS
DF-SUPPLEMENTAL TRANSPORTATION INSTRUCTIONS	Information from the CUSTOMER that provides supplemental delivery instructions regarding a SHIPMENT for which no TRANSPORTATION MODE is feasible. CUSTOMER may adjust the DATE (REQUIRED DELIVERY) or may change TRANSPORTATION MODE to "Pickup", approval transport via Air, etc.	= DATE (ACTIVITY) + ACTIVITY SOURCE + ACTIVITY DESCRIPTION
DF-SUPPLIER PACKING LIST	This is the SUPPLIER's itemized list of cache items included in the shipment of incoming supplies.	= SUPPLIER NAME + {CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM QTY (SHIPPED)

Dictionary Name	Description	Components
DF-SUPPLIES - INCOMING	Incoming stock items.	= FREIGHT BILL + PACKING LIST + {CACHE ITEMS}
DF-TRANSACTION - ADD CACHE ITEM (CONSOLIDATED)	An entry in the TRANSACTION LOG used to document the addition of cache items that were made from other cache items (e.g. a kit built by consolidating several other cache items)	= TRANSACTION DOCUMENT NUMBER + CACHE STORAGE ID + CACHE ITEM NUMBER + CACHE ITEM QTY (CONSOLIDATED) + CACHE ITEM ISSUE UNIT PRICE + ACCOUNTING CODE (ISSUING OFFICE) + TRANSACTION COMMENTS
DF-TRANSACTION - ADD DERIVED CACHE ITEM	An entry in the TRANSACTION LOG used to document the addition of cache item that were made from other cache items.	= TRANSACTION DOCUMENT NUMBER + CACHE STORAGE ID + CACHE ITEM NUMBER + CACHE ITEM QTY (DERIVED) + CACHE ITEM ISSUE UNIT PRICE + ACCOUNTING CODE (ISSUING OFFICE) + TRANSACTION COMMENTS
DF-TRANSACTION AMOUNT		
DF-TRANSACTION - CACHE ITEM NUMBER (CORRECTED)	Information used to correct the CACHE ITEM NUMBER in a TRANSACTION RECORD.	= TRANSACTION REFERENCE NUMBER + CACHE ITEM NUMBER (CORRECTED)
DF-TRANSACTION - CACHE ITEM QTY (CORRECTED)	Information used to correct the CACHE ITEM QTY in a TRANSACTION RECORD.	= TRANSACTION REFERENCE NUMBER + CACHE ITEM QTY (CORRECTED)
DF-TRANSACTION - CANCELLATION	An entry in the TRANSACTION LOG used to reduce the quantity of cache items requested.	= TRANSACTION REFERENCE NUMBER + ORDER REQUEST NUMBER + CACHE ITEM QTY (NEW) + ACCOUNTING CODE (ISSUING OFFICE) + TRANSACTION COMMENTS
DF-TRANSACTION - CORRECT KIT CONTENTS	An entry in the TRANSACTION LOG used to correct the quantity of CACHE ITEM (COMPONENTs) in a kit that is shipped short of one or more items. This transaction will correct CACHE ITEM QTY and TRANSACTION AMOUNT for items removed or missing from kit. This occurs when an item is removed from the kit or when a kit is built short.	= TRANSACTION REFERENCE NUMBER + TRANSACTION DOCUMENT NUMBER + ORDER REQUEST NUMBER + TRANSACTION AMOUNT + ACCOUNTING CODE (ISSUING OFFICE) + TRANSACTION COMMENTS
DF-TRANSACTION - DISPOSAL	Record of transaction to document removal of rejected items from inventory. The TRANSACTION REFERENCE NUMBER will be the appropriate form number for excess property, surveyed property, etc.	=(TRANSACTION REFERENCE NUMBER (ORDER NO.)) + TRANSACTION DOCUMENT NUMBER (FORM NO.) + ORDER REQUEST NUMBER + TRANSACTION TYPE + DATE (TRANSACTION) + TRANSACTION DESCRIPTION + CACHE STORAGE ID + CACHE ITEM NUMBER + [CACHE ITEM QTY (DISPOSED) | {ACCOUNTABLE PROPERTY NUMBER}] + TRANSACTION AMOUNT + ACCOUNTING CODE (ISSUING OFFICE) + TRANSACTION COMMENTS

Dictionary Name	Description	Components
DF-TRANSACTION DOCUMENT NUMBER (LAST)	The TRANSACTION DOCUMENT NUMBER (ORDER NUMBER) for the last transaction related to the CACHE ITEM.	= TRANSACTION DOCUMENT NUMBER + TRANSACTION REFERENCE NUMBER + CACHE ITEM NUMBER + DATE (TRANSACTION) (LAST)
DF-TRANSACTION DOCUMENT NUMBER (NEW ISSUE NUMBER) *	A correction to a specific transaction to change the TRANSACTION DOCUMENT NUMBER (ISSUE NUMBER) to a new ISSUE NUMBER>	= TRANSACTION REFERENCE NUMBER (OLD ISSUE NO.) + TRANSACTION REFERENCE NUMBER (NEW ISSUE NO.) + ORDER/REQUEST NUMBER
DF-TRANSACTION - INVENTORY ADJUSTMENT	Record of transaction to change to inventory quantity due to discrepancy.	= TRANSACTION TYPE + DATE (TRANSACTION) + TRANSACTION DESCRIPTION + CACHE STORAGE ID + CACHE ITEM NUMBER + CACHE ITEM QTY (DISCREPANCY) + ACCOUNTING CODE (ISSUING OFFICE)
DF-TRANSACTION - ISSUE CACHE ITEM	A record of the transaction to issue item from the cache.	= TRANSACTION REFERENCE NUMBER (ORDER NO.) + TRANSACTION DOCUMENT NUMBER (ISSUE NO.) + ORDER REQUEST NUMBER + TRANSACTION TYPE + DATE (TRANSACTION) + TRANSACTION DESCRIPTION + CACHE STORAGE ID + CACHE ITEM NUMBER + [CACHE ITEM QTY (ISSUED) | {ACCOUNTABLE PROPERTY NUMBER}] TRANSACTION AMOUNT + ACCOUNTING CODE (ISSUING OFFICE) + TRANSACTION COMMENTS
DF-TRANSACTION - ISSUE TRANSFERRED CACHE ITEMS	Same as TRANSACTION - ISSUE CACHE ITEMS except that the TRANSACTION TYPE = "ISSUE - TRANSFER" and TRANSACTION COMMENTS say "Cache Items were transferred from ORDER NUMBER, FIRE NAME".	= see TRANSACTION - ISSUE CACHE ITEMS
DF-TRANSACTION - MISSING CACHE ITEMS	An entry in the TRANSACTION LOG used to document lost or missing property. This transaction always requires associated paperwork to report lost or missing property.	= TRANSACTION REFERENCE NUMBER (LOSS FORM NO.) + TRANSACTION TYPE + DATE (TRANSACTION) + TRANSACTION DESCRIPTION + CACHE STORAGE ID + CACHE ITEM NUMBER + CACHE ITEM QTY (MISSING) + TRANSACTION AMOUNT + ACCOUNTING CODE (ISSUING OFFICE) TRANSACTION COMMENTS
DF-TRANSACTION - REMOVE BULK CACHE ITEM	An entry in the TRANSACTION LOG used to document the removal of cache items from the inventory due to breakdown into other cache items.	= TRANSACTION DOCUMENT NUMBER (WORKORDER) + TRANSACTION TYPE + TRANSACTION DESCRIPTION + DATE (TRANSACTION) CACHE STORAGE ID + CACHE ITEM NUMBER + CACHE ITEM QTY (REMOVED) + CACHE ITEM ISSUE UNIT PRICE + ACCOUNTING CODE (ISSUING OFFICE) + TRANSACTION COMMENTS

Dictionary Name	Description	Components
DF-TRANSACTION - REMOVE CACHE ITEM	All transactions that resulted in removal of a cache item from the inventory.	= {TRANSACTION - REMOVE CACHE ITEM COMPONENT + TRANSACTION - REMOVE CACHE ITEM BULK CACHE ITEM + TRANSACTION - ISSUE CACHE ITEM }
DF-TRANSACTION - REMOVE CACHE ITEM (COMPONENT)	An entry in the TRANSACTION LOG used to document the removal of cache items from the inventory.	= TRANSACTION REFERENCE NUMBER (ORDER NO.) + TRANSACTION DOCUMENT NUMBER (FORM NO.) + TRANSACTION TYPE + DATE (TRANSACTION) + TRANSACTION DESCRIPTION + CACHE STORAGE ID + CACHE ITEM NUMBER + CACHE ITEM QTY (REMOVED) + CACHE ITEM ISSUE UNIT PRICE + ACCOUNTING CODE (ISSUING OFFICE) + TRANSACTION COMMENTS
DF-TRANSACTION - RETURNED QTY CREDIT	An entry in the TRANSACTION LOG used to give quantity credit for items returned from an incident. This credits the incident for items returned, but not value credit. TRANSACTION AMOUNT will be $0.	= TRANSACTION REFERENCE NUMBER (ORDER NO.)+ TRANSACTION DOCUMENT NUMBER (RETURN WKSHT)+ TRANSACTION TYPE + DATE (TRANSACTION) + TRANSACTION DESCRIPTION + CACHE ITEM NUMBER + CACHE ITEM QTY (RETURNED) + ACCOUNTING CODE (ISSUING OFFICE) + TRANSACTION AMOUNT ("$0)
DF-TRANSACTION - RETURNED VALUE CREDIT	An entry in the TRANSACTION LOG used to give value credit for items returned from an incident.	= TRANSACTION REFERENCE NUMBER (ORDER NO.) + TRANSACTION DOCUMENT NUMBER (RETURN WKSHT) + TRANSACTION TYPE + DATE (TRANSACTION) + TRANSACTION DESCRIPTION + CACHE STORAGE ID + CACHE ITEM NUMBER + [CACHE ITEM QTY (RETURNED) | {ACCOUNTABLE PROPERTY NUMBER}]+ ACCOUNTING CODE (ISSUING OFFICE) + TRANSACTION AMOUNT (CACHE ITEM ISSUE UNIT PRICE)
DF-TRANSACTION - REVALUE CACHE ITEM	An entry in the TRANSACTION LOG to document the the change in price between the new CACHE ITEM STANDARD PRICE and the old CACHE ITEM ISSUE PRICE. CACHE ITEM CHANGE VALUE equals CACHE ITEM STANDARD PRICE minus CACHE ITEM ISSUE PRICE.	= TRANSACTION DOCUMENT NUMBER + DATE (TRANSACTION) + TRANSACTION TYPE + CACHE ITEM NUMBER + ACCOUNTING CODE (ISSUING OFFICE) + TRANSACTION AMOUNT (CACHE ITEM CHANGE VALUE)
DF-TRANSACTION - WORKORDER SERVICE COST	An entry in the TRANSACTION LOG used to document the charges to an account as a result of R&R service costs.	= TRANSACTION REFERENCE NUMBER (ORDER NO.) + TRANSACTION DOCUMENT NUMBER (WORKORDER) + TRANSACTION TYPE + DATE (TRANSACTION) + TRANSACTION DESCRIPTION + ACCOUNTING CODE (ISSUING OFFICE) + TRANSACTION AMOUNT (WO SERVICE COST)

Dictionary Name	Description	Components
DF-TRANSACTION - WORKORDER PART	An entry in the TRANSACTION LOG used to document the charges to an account for parts removed from inventory for R&R purposes.	= TRANSACTION REFERENCE NUMBER (ORDER NO.) + TRANSACTION DOCUMENT NUMBER (WORKORDER) + ORDER REQUEST NUMBER + TRANSACTION TYPE + DATE (TRANSACTION) + TRANSACTION DESCRIPTION + CACHE STORAGE ID + CACHE ITEM NUMBER (PARTS)+ CACHE ITEM QTY (PARTS) + ACCOUNTING CODE (ISSUING OFFICE) + TRANSACTION AMOUNT (PARTS PRICE)
DF-TRANSACTIONS	A listing of ALL transactions for a specified period, transaction type, account code, etc.	TRANSACTION - ADD CONSOLIDATED CACHE ITEM TRANSACTION - ADD DERIVED CACHE ITEM TRANSACTION CHANGE - CANCELLATION TRANSACTION - CORRECT KIT CONTENTS TRANSACTION - COST ADJUSTMENT TRANSACTION - DISPOSAL TRANSACTION - INVENTORY ADJUSTMENT TRANSACTION - ISSUE CACHE ITEM TRANSACTION - REISSUE CACHE ITEM TRANSACTION - REMOVE BUILT CACHE ITEM COMPONENT TRANSACTION - REMOVE BULK CACHE ITEM TRANSACTION - REMOVE CACHE ITEM COMPONENT TRANSACTION - REMOVE CACHE ITEM TRANSACTION - RETURNED QTY CREDIT TRANSACTION - RETURNED VALUE CREDIT TRANSACTION - REVALUE CACHE ITEM TRANSACTION - WORKORDER SERVICE COST TRANSACTION - WORKORDER PART TRANSACTIONS TRANSACTIONS - 2 YEARS OLD
DF-TRANSACTIONS - 2 YEARS OLD	Transactions that are more than two years old. To be archived.	= Same as TRANSACTIONS
DF-TRANSPORTATION REQUEST MODIFICATION	Notification to ADMIN. SERVICES (TRANSPORTATION) of a change in the shipment size & weight.	= ISSUE NUMBER + ACCOUNTING CODE (SHIPPING) ISSUE GROSS CUBE + ISSUE GROSS WEIGHT + ISSUE SHIPPING UNIT QTY
DF-TRANSPORTATION REQUEST	A request sent to ADMINISTRATIVE SERVICES to obtain transportation for issued cache items.	= RPT-TRANSPORTATION REQUEST
DF-UNIT IDENTIFIER (CUSTOMER)	Reference list of Customer Name and Customer Unit Identifier	= UNIT NAME (CUSTOMER) + UNIT IDENTIFIER (CUSTOMER)
DF-VEHICLE PAYLOAD/AVAILABILITY	A list of available vehicles to be considered for assignment.	={VEHICLE NUMBER + VEHICLE STATUS + VEHICLE PAYLOAD VOLUME + VEHICLE PAYLOAD WEIGHT + VEHICLE ROTATION NUMBER + VEHICLE SPECIFICATIONS}
DF-VEHICLE UPDATE	A change to a vehicle's availability and rotation number.	= VEHICLE STATUS (UPDATED) + VEHICLE ROTATION NUMBER (UPDATED)

Dictionary Name	Description	Components
DF-VEHICLE USAGE	Information about the vehicle's trip which contains destination, mileage, purpose of travel, etc.	= VEHICLE NUMBER + DATE + TRIP DESTINATION + TRIP PURPOSE + TRIP MILEAGE
DF-WORKORDER	This is the information needed to initiate the process to refurbish or repair cache items. (If internally generated workorder that is charged to local miscellaneous account, use the "dummy" order number assigned to the misc. account.	= RPT-WORKORDER
DF-WORKORDER - COMPLETED	This is the information received as a result of refurbishment or repair of cache items. Includes the action taken and parts required.	= WORKORDER NUMBER + {CACHE ITEM NUMBER + CACHE ITEM QTY (PARTS) } + WORKORDER SERVICE COST
DF-WORKORDER COST INFO	Information about the costs associated with a particular workorder.	= ORDER NUMBER + CACHE ITEM NUMBER [{ACCOUNTABLE PROPERTY NUMBER |CACHE ITEM QTY (RFI)] + WORKORDER SERVICE COST
DF-WORKORDER INFO	Information about all pending workorders.	={WORKORDER NUMBER + CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + [CACHE ITEM QTY (OUTSTANDING) | ACCOUNTABLE PROPERTY NUMBER] + UNIT IDENTIFIER (CACHE - OWNING) + WORKORDER ASSIGN UNIT + DATE (WORKORDER INITIATION) + DATE (WORKORDER DUE)}
DF-WORKORDER RETURN INFO	Information about returned items that have been refurbished. This is used to give return credit to the CUSTOMER for RFI items.	= WORKORDER NUMBER + ORDER NUMBER + CACHE ITEM NUMBER + CACHE ITEM QTY (WORKORDER - RFI) + CACHE ITEM QTY (UNSERVICEABLE) + (WORKORDER TASK DESCRIPTION)

DATA STORE

September 29, 1993

The "DS-" prefix indicates that this is the definition for a Data Store on a data flow diagram. These are the databases, index cards, file folders, etc. that store the data for future use.

Dictionary Name	Description	Components
DS-ACCOUNTING CODE CHANGE REFERENCE	A reference file to document changes to accounting codes. For historical purposes.	= ACCOUNTING CODE (OLD) + ACCOUNTING CODE (NEW) + {ORDER NUMBER}
DS-AUTHORIZED CUSTOMERS	Unit designated the authority to request items	=[FEDERAL AGENCY | STATE AGENCY | DISPATCH OFFICE | PRIVATE FIRE ORGANIZATION | RURAL AND COMMUNITY FIRE ORGANIZATION | FOREIGN GOVERNMENT | EDUCATIONAL INSTITUTE]
DS-BACKORDER	This is information about a backorder for cache items requested by the CUSTOMER, but not available. The backorder is created so that when the cache item is restocked, the item can be issued to the CUSTOMER.	= ORDER NUMBER {ORDER REQUEST NUMBER + CACHE ITEM NUMBER + CACHE ITEM QTY (BACKORDER)}
DS-CACHE AUTHORIZED REPLACEMENT	This is a cross-reference table for discontinued cache item numbers and their associated new cache item number. This is set up to allow the cache to make automatic substitutions of items. When the new cache item number is requested, in order to get rid of existing inventory, the discontinued item number will substituted for the new cache item number. The record will be deleted when inventory level reaches zero.	= CACHE ITEM NUMBER (DISCONTINUED) + CACHE ITEM NUMBER (CURRENT)
DS-CACHE ITEM CHANGE REFERENCE		
DS-CACHE ITEM COMPONENTS	This is the master listing of the various components that make up a cache item made up of other cache items (e.g. kit or smaller items such as shovel with sheath).	= CACHE ITEM NUMBER (CONSOLIDATED) + {CACHE ITEM NUMBER (COMPONENT)+ CACHE ITEM QTY (COMPONENT)+ CACHE ITEM ISSUE UNIT (COMPONENT)} BUILD INSTRUCTIONS
DS-CACHE ITEM MIN/MAX LEVEL	This is a reference table to show the cache's designated minimum and maximum stocking level for each cache item.	= CACHE ITEM NUMBER + CACHE ITEM QTY (MINIMUM) + CACHE ITEM QTY (MAXIMUM)
DS-CACHE ITEM QUALITY STANDARD	Information about the specifications and refurbishment standards for a specific cache item.	= CACHE ITEM NUMBER + CACHE ITEM SPECIFICATION NUMBER + CACHE ITEM REFURBISHMENT STANDARD
DS-CRITICAL ITEMS REPORT DIRECTION	Information from the NFES Representative regarding reporting requirements for the Critical Items Report. Includes report date criteria.	= no set format.

Dictionary Name	Description	Components
DS-CUSTOMER	Reference list of customers, that deal with the cache.	= UNIT IDENTIFIER (CUSTOMER) + UNIT NAME + (UNIT IDENTIFIER (BILLING OFFICE) + ACCOUNTING CODE (ISSUING OFFICE) + ACCOUNTING CODE (CUSTOMER)) + ADDRESS (CUSTOMER REQUESTOR)+ PHONE NUMBER (CUSTOMER)
DS-CUSTOMER - ARCHIVED	A file of archived CUSTOMER records.	= same as CUSTOMER.
DS-CUSTOMER CONTACT	Information about the primary contact(s) within the CUSTOMER organization.	= ORDER NUMBER + UNIT IDENTIFIER (CUSTOMER) + PERSON NAME (CUSTOMER CONTACT) + PHONE NUMBER (CUSTOMER)
DS-CUSTOMER CONTACT - ARCHIVED	A file of acchived CUSTOMER-CONTACT records.	= same as CUSTOMER-CONTACT.
DS-DIRECTIONS	Information about direction from management or coordination centers concerning matters such as: the priority distribution of cache items, addition of new cache items, deficiency reports of existing cache items, etc.	(No specified format. Can be in the form of cache memos, phone conversation documentation, etc.)
DS-DRIVERS	Information about vehicle operators qualifications and availability.	= PERSON NAME (DRIVER) + {DRIVER QUALIFICATION} + DRIVER WORKED HOURS + DRIVER DRIVING HOURS + DRIVER STATUS + DRIVER ROTATION NUMBER
DS-HAZARDOUS MATERIAL INFORMATION	Information concerning the substance hazards, shipping/packing, etc. of hazardous materials.	= CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + HAZARDOUS MATERIAL CLASS + HAZARDOUS MATERIAL DESCRIPTION + CACHE ITEM STOCK NUMBER + HAZARDOUS MATERIAL PACKING/SHIPPING INSTRUCTIONS+ HAZARDOUS MATERIAL PLACARD STATEMENT + {HAZARDOUS MATERIAL SUBSTANCE}
DS-HAZARDOUS MATERIAL SAFETY DATA	Specifications about hazardous material. It is required by law that this information accompany the hazardous material.	
DS-HOLDING AREA	A temporary holding area for cache items pending further disposition, such as shipment or disposal.	
DS-INVENTORY	Current status of all items located in the cache.	= [DS-INVENTORY - ACCOUNTABLE | DS-INVENTORY - NON-ACCOUNTABLE]

Dictionary Name	Description	Components
DS-INVENTORY - ACCOUNTABLE	The current status of cache items that have been designated as accountable property. An optional field is included to show the type of kit an accountable property item is assigned to. To ensure data integrity and eliminate redundancy, it is recommended that this store be split into two parts: 1) would be direct access into the agency automated property management system, 2) would be a cross reference between the automated property management system and the NFES numbers.	= CACHE ITEM NUMBER + {ACCOUNTABLE PROPERTY NUMBER + ACCOUNTABLE PROPERTY SERIAL NUMBER + ACCOUNTABLE PROPERTY ACQUISITION COST + DATE (ACCOUNTABLE PROPERTY ACQUISITION) + MANUFACTURER NAME + MODEL NAME/NUMBER + ACCOUNTABLE PROPERTY CLASS + ACCOUNTABLE PROPERTY NOUN DESCRIPTION + OWNER UNIT IDENTIFIER + CACHE STORAGE ID + STORAGE LOCATION + CACHE ITEM STATUS + (CACHE ITEM NUMBER (KIT)}
DS-INVENTORY - NON-ACCOUNTABLE	Current status of cache items that have been designated as non-accountable property.	={CACHE ITEM NUMBER + {CACHE STORAGE ID + {STORAGE LOCATION} + CACHE ITEM QTY (RFI) + CACHE ITEM QTY (RESERVED)}
DS-ISSUE TRANSPORT INFO	This is information regarding the transportation of an issue. Includes shipment size, cube, and itinerary.	= ISSUE NUMBER + ISSUE TOTAL WEIGHT + ISSUE TOTAL CUBE + ISSUE SHIPPING UNIT QTY + ISSUE SHIPMENT MODE + [SHIPPING ITINERARY - GOVT VEHICLE| SHIPPING ITINERARY - COMMERCIAL AIR | SHIPPING ITINERARY - COMMERCIAL SURFACE | SHIPPING ITINERARY - CUSTOMER PROVIDED SURFACE | SHIPPING ITINERARY - CUSTOMER PROVIDED AIR] PERSON NAME (RECEIVED BY) + PERSON NAME (SHIPPER RECEIPT) + DATE (SHIPPER RECEIPT) + DATE (SHIPMENT RECEIVED) + TIME (DELIVERED) + (GBL NUMBER)
DS-ITEM CATALOG	The National Fire Equipment System (NFES) Catalog and Regional Supplements created to provide standards for ordering fire supplies and equipment.	={CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT + CACHE ITEM ISSUE UNIT STANDARD PACK QTY + CACHE ITEM ISSUE UNIT PRICE + CACHE ITEM ISSUE UNIT CUBIC FEET + (CACHE ITEM ISSUE UNIT CUBIC METERS) + CACHE ITEM ISSUE UNIT WEIGHT + HAZARDOUS MATERIAL CLASS + {CACHE ITEM STOCKING LOCATION CODE} + (CACHE ITEM STOCK NUMBER) + (CACHE ITEM SUPPLY SOURCE)} + CACHE ITEM CLASSIFICATION + CACHE ITEM CRITICAL ITEM FLAG + CACHE ITEM COMPONENT FLAG + CACHE ITEM EXPIRATION FLAG
DS-ITEM SPECIFICATIONS	A document that defines the criteria that an item must meet in order to be accepted by the cache.	= CACHE ITEM SPECIFICATION NUMBER + CACHE ITEM SPECIFICATION
DS-ORDER	The hardcopy of the ORDER received from the CUSTOMER. This is kept for reference only.	= ORDER HEADER INFORMATION + {REQUEST}

Dictionary Name	Description	Components
DS-ORDER HEADER - ARCHIVED	A file containing archived ORDER HEADER INFORMATION for historical purposes.	= same as ORDER HEADER INFO.
DS-ORDER HEADER INFORMATION	Customer provided information about a specific order.	= ORDER NUMBER + ORDER TYPE + ORDER PRIORITY CODE + UNIT IDENTIFIER (CUSTOMER) + PERSON NAME (CUSTOMER CONTACT) + PHONE NUMBER (CUSTOMER) + (INCIDENT/PROJECT NAME) + [UNIT IDENTIFIER (DELIVERY ADDRESS) | ADDRESS (DELIVERY)] + ACCOUNTING CODE (CUSTOMER) + ACCOUNTING CODE (ISSUING OFFICE) + ACCOUNTING CODE (SHIPPING) + DATE (ORDER ORIGINATION) + TIME (ORDER ORIGINATION) + DATE (ORDER/REQUEST RECEIVED) + TIME (ORDER/REQUEST RECEIVED) + DATE (INCIDENT/PROJECT CLOSE) + ORDER NUMBER (NEW) + INCIDENT STATUS + {ISSUE NUMBER + DATE (ISSUED) + TIME (ISSUED) + DATE (ISSUE CLOSED}
DS-ORDER NUMBER CHANGE REFERENCE	A reference file to document changes to an incident/project's ORDER NUMBER. For historical purposes.	= INCIDENT/PROJECT NAME + ACCOUNTING CODE (ISSUING OFFICE) ORDER NUMBER (OLD) + ORDER NUMBER (NEW)
DS-PURCHASE DOCUMENT	These are the requests (requisitions or resource orders) and/or associated documents received from Admin. Services (Procurement) for the purpose of re-stocking or ordering new cache items.	=[RPT-REQUEST FOR SUPPLIES + PURCHASE ORDER + INVOICE + RECEIPT DOCUMENT
DS-PURCHASE ORDER	A file containing information regarding Purchase Orders resulting from Cache Requests for Supplies.	= CACHE REQUEST NUMBER + PURCHASE ORDER NUMBER + DATE (PURCHASE ORDER) + NAME (PURCHASING AGENT) + SUPPLIER CODE
DS-REQUEST	This is information about the ORDER/REQUEST line item.	= ORDER NUMBER ORDER REQUEST NUMBER + CACHE ITEM NUMBER + CACHE ITEM QTY (REQUESTED) + DATE (REQUIRED DELIVERY) + REQUEST TRANSPORTATION MODE + REQUEST COMMENTS
DS-RESERVE REQUEST		
DS-RETURN WORKSHEET	The manually completed forms completed by the warehouse personnel when inspecting incoming returns.	= RPT-RETURN WORKSHEET - ACCOUNTABLE PROPERTY + RPT-RETURN WORKSHEET - RFI/UNSERVICEABLE ITEMS
DS-ROUTE INFO	Information used to identify any conditions (e.g. hazards, closures, rough, windy road, weather conditions, etc.) that may effect the chosen route of delivery.	=({MAP}) + (ROAD CONDITION INFO) + (ROAD RESTRICTION INFO) + (DELIVERY DIRECTIONS)

Dictionary Name	Description	Components
DS-SHIPPING ITINERARY	Information about the travel schedule of the carrier assigned to ship a specific issue.	=[SHIPPING ITINERARY - GOVT VEHICLE | SHIPPING ITINERARY - COMMERCIAL AIR CARRIER| SHIPPING ITIN. - COMMERCIAL SURFACE CARRIER| SHIPPING ITIN. - CUSTOMER PROVIDED SURFACE | SHIPPING ITINERARY - CUSTOMER PROVIDED AIR]
DS-SHIPPING ITINERARY - COMMERCIAL SURFACE CARRIER	Information about the travel schedule of the carrier assigned to ship a specific issue via commercial surface.	= SHIPPING INFO- COMMERCIAL SURFACE CARRIER + LOCATION (BEGINNING) + LOCATION (ENDING) + TIME (SHIPMENT ACTUAL DEPARTURE) + TIME (SHIPMENT ESTIMATED ARRIVAL)
DS-SHIPPING ITINERARY - CUSTOMER PROVIDED AIR	Information about the travel schedule of the carrier assigned to ship a specific issue via customer-provided air.	= SHIPPING INFO- COMMERCIAL AIR CARRIER + LOCATION (BEGINNING) + LOCATION (ENDING) + TIME (SHIPMENT ACTUAL DEPARTURE) + TIME (SHIPMENT ESTIMATED ARRIVAL)
DS-SHIPPING ITINERARY - CUSTOMER PROVIDED SURFACE	Information about the travel schedule of the carrier assigned to ship a specific issue via customer-provided surface.	= SHIPPING INFO- CUSTOMER PROVIDED SURFACE + LOCATION (BEGINNING) + LOCATION (ENDING) + TIME (SHIPMENT ACTUAL DEPARTURE) + TIME (SHIPMENT ESTIMATED ARRIVAL)
DS-SHIPPING ITINERARY - GOVT VEHICLE	Information about the travel schedule of the carrier assigned to ship a specific issue via government vehicle.	= SHIPPING INFO- GOVERNMENT VEHICLE + LOCATION (BEGINNING) + LOCATION (ENDING) + TIME (SHIPMENT ACTUAL DEPARTURE) + TIME (SHIPMENT ESTIMATED ARRIVAL)
DS-STORAGE LOCATION	The physical location of the cache items	={CACHE ITEM + (ACCOUNTABLE PROPERTY TAG)}
DS-STORAGE LOCATION	This is the physical shelf, bin, etc. where the cache item is stored.	={CACHE ITEM + (ACCOUNTABLE PROPERTY TAG)}
DS-SUPPLIER	This is a list of suppliers of cache items. Access through this store may be through the Procurement office.	= CACHE ITEM NUMBER + CACHE ITEM STOCK NUMBER + SUPPLIER STANDARD PACK QTY + CACHE ITEM ISSUE UNIT + {[VENDOR NAME | "FSS" + SUPPLIER CODE] + ADDRESS (SUPPLIER) + PHONE NUMBER (SUPPLIER) + SUPPLIER LEADTIME DAYS + SUPPLIER PREFERRED FLAG + (PERSON NAME (SUPPLIER CONTACT)) + (PHONE NUMBER (SUPPLIER CONTACT))}
DS-TRANSACTION - ARCHIVED	A file of archived TRANSACTIONS more than 2 years old. For historical purposes. Records administration dictates that length of time this file should be maintained.	= same as TRANSACTION LOG.

Dictionary Name	Description	Components
DS-TRANSACTION LOG	A history of all transactions (issues, returns, request for supplies, cancellations, etc.) that affect the inventory. addition of "cache name" (storage ID)	=TRANSACTION TYPE + DATE (TRANSACTION) + TRANSACTION DESCRIPTION + (ORDER NUMBER) + TRANSACTION REFERENCE NUMBER + TRANSACTION DOCUMENT NUMBER + CACHE ITEM NUMBER + [CACHE ITEM QTY (TRANSACTION) | ACCOUNTABLE PROPERTY NUMBER + TRANSACTION AMOUNT + ACCOUNTING CODE (ISSUING OFFICE) + TRANSACTION COMMENTS
DS-UNASSIGNED PROPERTY NUMBERS	This is a list of accountable property numbers for use in assigning numbers to accountable property items. (Once the accountable property number has been assigned, it is deleted from this store.)	= ACCOUNTABLE PROPERTY NUMBER
DS-UNSERVICEABLE ITEMS	This is a record of all items that were disposed as a result of a completed workorder that indicated that the item could not meet CACHE ITEM QUALITY STANDARD.	= CACHE ITEM NUMBER + ORDER NUMBER + CACHE ITEM QTY (UNSERVICEABLE)
DS-VEHICLE USAGE	Historical information about the usage of each vehicle.	= VEHICLE NUMBER + DATE + TRIP DESTINATION + TRIP PURPOSE + TRIP MILEAGE
DS-VEHICLES	Information about cache-managed vehicles.	= {VEHICLE NUMBER + VEHICLE STATUS + VEHICLE PAYLOAD VOLUME + VEHICLE PAYLOAD WEIGHT + VEHICLE ROTATION NUMBER + VEHICLE SPECIFICATIONS}
DS-WORKORDER	This is information about pending or completed orders for repair or refurbishment of incoming cache items.	= DATE (WORKORDER INITIATION) + WORKORDER NUMBER + ORDER NUMBER + CACHE ITEM NUMBER + CACHE ITEM QTY (WORKORDER) + (ACCOUNTABLE PROPERTY NUMBER) + WORKORDER ASSIGN UNIT + DATE (WORKORDER DUE) + [CACHE ITEM STATUS | [CACHE ITEM QTY (WORKORDER - UNSERVICEABLE) | CACHE ITEM QTY (WORKORDER - RFI)]] {CACHE ITEM NUMBER + CACHE ITEM QTY (PARTS)} + WORKORDER SERVICE COST

September 29, 1993

These are the definitions of the data elements (components) found in the DF- (data flows), DS- (data stores), EX - (external entities), and reports.

Dictionary Name	Description	Components
A/C MAKE/MODEL NAME	The manufacturer's name and model name or number.	
A/C TAIL NUMBER	The identifier used to uniquely identify an aircraft. (e.g. N1351)	
ACCOUNT TOTAL AMOUNT	The total dollar value charged to the accounting code.	
ACCOUNTABLE PROPERTY ACQUISITION COST	The original purchase cost for an item.	
ACCOUNTABLE PROPERTY CLASS	Federal Supply classification groups and classes. Derived from the federal supply class that the item is classified. Examples: ADPE Microcomputer = Class 7021 04 7030 = Computer Software	
ACCOUNTABLE PROPERTY NOUN DESCRIPTION	General description of the item.	
ACCOUNTABLE PROPERTY NUMBER	A number assigned by the accountable office to identify an item.	
ACCOUNTABLE PROPERTY OUTSTANDING PRICE	The value of accountable property issued but not returned.	
ACCOUNTABLE PROPERTY REPLACEMENT COST	The current market price of the accountable property item.	
ACCOUNTABLE PROPERTY SERIAL NUMBER	Manufacturer-assigned number to uniquely identify the item.	
ACCOUNTABLE PROPERTY TAG	A label attached to the accountable property item that identifies the owning agency and the agency's ACCOUNTABLE PROPERTY NUMBER.	
ACCOUNTING CODE (CUSTOMER)	Fiscal code to be used for billing/cost tracking.	
ACCOUNTING CODE (ISSUING OFFICE)	An accounting code used to cross-reference the ACCOUNTING CODE (CUSTOMER) with the cache's agency accounting code.	= [BLM REIMBURSABLE CODE | FS REIMBURSABLE CODE]
ACCOUNTING CODE (SHIPPING)	An accounting code assigned for transportation charges for shipping cache items to the delivery location.	
ACCOUNTING CODE AMOUNT	The dollar amount to be charged against a particular accounting code.	
ACTIVITY DESCRIPTION	The description of the activity affecting cache operations. (e.g. cancellation of request, correction of order number, correction of accounting code, etc.)	

Dictionary Name	Description	Components
ACTIVITY LOCATION	The location of the activity.	
ACTIVITY SOURCE	The name and organization of the individual providing the activity information to the cache.	
ADDRESS (BILLING)	The name, address, and phone number of the office responsible for paying for issued items.	
ADDRESS (CUSTOMER REQUESTOR)	The mailing address of the office preparing & submitting the order. This address may be different than the ADDRESS (BILLING) and the ADDRESS (DELIVERY).	
ADDRESS (DELIVERY)	The address or narrative description of where the SHIPMENT is to be delivered.	
ADDRESS (ISSUING CACHE)	The name and mailing address of the cache preparing the Issue.	
ADDRESS (OWNING CACHE)	The name and address of the cache who owns the cache item.	
ADDRESS (RECEIVING CACHE)	The name and address of the cache which is being sent a shipment.	
ADDRESS (RETURNING ENTITY)	The name and address of the person, organization, etc. who is returning items to the cache for credit.	
ADDRESS (SUPPLIER)	The mailing address of the supplier of the cache item.	
AGENCY NAME	The name of the federal agency. (e.g. Bureau of Land Management, U. S. Forest Service, National Park Service, etc.)	
AGENCY UNIT NAME	The name of the sub-unit within the agency. (e.g. Yellowstone National Park, Lolo National Forest, Shoshone District Office, etc.)	
BLANK (DATE ORDER RECEIVED)	An empty field on the form for the purpose of entering the date the shipment was received by the CUSTOMER.	
BLANK (SIGNATURE RECEIVED BY)	An empty field on the form for the purpose of entering the signature of the person who signed for the received shipment.	
BLANK (TIME ORDER RECEIVED)	An empty field on the form for the purpose of entering the time the shipment was received by the CUSTOMER.	
BLM REIMBURSABLE CODE	Code assigned by BLM Finance to serve as a cross-reference for billing purposes	
BUILD INSTRUCTIONS	Detailed instructions on how to build the cache item.	

Dictionary Name	Description	Components
CACHE ITEM	An item stocked in the cache for issue or internal use.	
CACHE ITEM (BULK)	A cache item which can be broken down into individual CACHE ITEMs (DERIVED). (e.g. a 500-foot rope can be cut into 100-foot lengths of rope.)	
CACHE ITEM (CONSOLIDATED)	A cache item that is made up of other cache items. (e.g. a kit.)	
CACHE ITEM (CRITICAL)	A CACHE ITEM that has been designated by the NFES Representative as a critical item -- an item that is in short supply and high demand.	
CACHE ITEM (DERIVED)	A cache item that is obtained by breaking down a CACHE ITEM (BULK) (e.g. five 100-foot lengths of rope can be obtained by cutting a 500-foot rope into five pieces.)	
CACHE ITEM (HAZARDOUS)		
CACHE ITEM (PARTS)	A cache item that was used as a repair part for another cache item. (e.g. a nozzle may be used as a repair part for a pump kit.	
CACHE ITEM CHANGE VALUE *	The difference between the old CACHE ITEM ISSUE UNIT PRICE and the new CACHE ITEM PRICE (CURRENT).	
CACHE ITEM CLASSIFICATION	A description of the appropriate category of the cache item: - Consumable - Durable - Accountable Property - Non-classified	
CACHE ITEM COMPONENT FLAG	An indicator (Yes/No) to show whether a cache item is identified as a component of other cache item(s) (kit). (does not mean the item is physically in a kit, it just indicates that it is listed as a component in one or more kits.)	
CACHE ITEM CRITICAL ITEM FLAG	An indicator (Yes/No) to show whether a cache item is designated as a critical item.	
CACHE ITEM DEFICIENCY COMMENTS	Narrative remarks describing why the cache item was determined to be deficient.	
CACHE ITEM DESCRIPTION	Item description for each CACHE ITEM NUMBER listed in the ITEM CATALOG.	
CACHE ITEM HAZARDOUS MATERIAL INDICATOR	A flag to indicate whether or not a cache item has been designated as a hazardous material (Yes/No).	
CACHE ITEM ISSUE UNIT	Two letter code used to indicate the smallest amount of an item that can be ordered. e.g. bx = box, dz = dozen, ea = each, ft = feet	

Dictionary Name	Description	Components
CACHE ITEM ISSUE UNIT (COMPONENT)	The unit of measure for the CACHE ITEM (COMPONENT). e.g. 50 EACH pencils. This can be different from the regular unit of issue (where the CACHE ITEM ISSUE UNIT = PACK.	
CACHE ITEM ISSUE UNIT CUBIC METERS	Volume of the unit of issue measured in cubic meters.	
CACHE ITEM ISSUE UNIT CUBIC FEET	Volume of the unit of issue measured in cubic feet	
CACHE ITEM ISSUE UNIT PRICE (CONSOLIDATED)	The sum of all CACHE ITEM (COMPONENTS) used to create the CACHE ITEM (CONSOLIDATED). (e.g. the cost of all the components of a chain saw kit.)	
CACHE ITEM ISSUE UNIT PRICE	The cost charged to the customer for a cache item unit of issue.	
CACHE ITEM ISSUE UNIT STANDARD PACK QTY	Standard packaging for multiple units of issue e.g. Unit of Issue for shovels is each. Standard Pack is 10 ea. Unit of Issue for AA batteries is package, Standard Pack is 6 pg.	
CACHE ITEM ISSUE UNIT WEIGHT	Weight of the unit of issue in pounds and ounces.	
CACHE ITEM ISSUE UNIT WEIGHT (KIT)	The sum of the CACHE ITEM ISSUE UNIT WEIGHT for all the CACHE ITEM (COMPONENTS) used to create the kit.	
CACHE ITEM NUMBER	Catalog number assigned to each cache item description.	= [NFES CATALOG ITEM NUMBER | CACHE-ASSIGNED ITEM NUMBER]
CACHE ITEM NUMBER (COMPONENT)	See CACHE ITEM NUMBER.	
CACHE ITEM NUMBER (CONSOLIDATED)	See CACHE ITEM NUMBER.	
CACHE ITEM NUMBER (CURRENT)	See CACHE ITEM NUMBER.	
CACHE ITEM NUMBER (DISCONTINUED)	See CACHE ITEM NUMBER.	
CACHE ITEM NUMBER (KIT)	See CACHE ITEM NUMBER.	
CACHE ITEM NUMBER (PARTS)	The catalog number of a cache item used as a repair part in the repair and refurbishment process.	
CACHE ITEM NUMBER (REQUESTED)	See CACHE ITEM NUMBER.	
CACHE ITEM NUMBER (SUBSTITUTE)	See CACHE ITEM NUMBER.	
CACHE ITEM NUMBER (UNAVAILABLE)	See CACHE ITEM NUMBER.	
CACHE ITEM PRICE (CURRENT)	The current market price of a particular cache item.	
CACHE ITEM PRICE (ESTIMATED)	The approximate cost of an item being ordered.	
CACHE ITEM PRINCIPLE NAME (CONSOLIDATED)	See CACHE ITEM PRINCIPLE NAME.	

Dictionary Name	Description	Components
CACHE ITEM PRINCIPLE NAME	A descriptive title for the major category of the cache item. For example, the CACHE ITEM PRINCIPLE NAME "Compass" includes four types of compasses: 1) Magnetic, pocket, aziumuth type; 2) Pivot type, drafting; 3) Protractor, C-Thru; and 4) Smoke chaser	
CACHE ITEM PRINCIPLE NAME (SUBSTITUTE)	See CACHE ITEM PRINCIPLE NAME.	
CACHE ITEM PRINCIPLE NAME (COMPONENT)	See CACHE ITEM PRINCIPLE NAME.	
CACHE ITEM PRINCIPLE NAME (UNAVAILABLE)	See CACHE ITEM PRINCIPLE NAME.	
CACHE ITEM PRINCIPLE NAME (KIT)	See CACHE ITEM PRINCIPLE NAME.	
CACHE ITEM PRINCIPLE NAME (PARTS)	See CACHE ITEM PRINCIPLE NAME.	
CACHE ITEM QTY	The number of cache items.	
CACHE ITEM QTY (ACTUAL)	The number of a particular cache item physically counted in the STORAGE LOCATIONs.	
CACHE ITEM QTY (BACKORDER)	The quantity of cache items that were requested but not filled, and backordered.	
CACHE ITEM QTY (BREAKDOWN)	The number of cache items to be created as a result of breaking down another cache item.	
CACHE ITEM QTY (BUILD)	The number of cache items to be built.	
CACHE ITEM QTY (BUILDABLE)	The the number of complete cache items that can be built based on the current inventory levels of the required components.	
CACHE ITEM QTY (CANCELLED)	The number of cache items being cancelled from the order/request.	
CACHE ITEM QTY (COMPONENT)	The quantity of a particular item that is needed to build a CACHE ITEM (CONSOLIDATED). For example, a Crash Rescue Kit requires 10 hacksaw blades; therefore the CACHE ITEM QTY (COMPONENT) for hacksaw blades in a Crash Rescue Kit = 10.	
CACHE ITEM QTY (CONSOLIDATED)	The quantity of cache items built.	
CACHE ITEM QTY (CORRECT)	The quantity of a particular cache item that should have been entered (vs. the erroneous quantity that was entered).	

Dictionary Name	Description	Components
CACHE ITEM QTY (DERIVED)	The quantity of a particular item obtained as a result of breaking down another cache item. For example: If a 500-foot length of rope is cut into five 100-foot lengths, the CACHE ITEM QTY (DERIVED) = 5.	
CACHE ITEM QTY (DESIRED)	The quantity of a particular item determined (during the review of stocking requirements) to be needed. This quantity is derived by considering min/max levels, priority directions, current situation and perceived needs.	
CACHE ITEM QTY (DISCREPANCY)	The difference between what the cache inventory indicated as available (CACHE ITEM QTY (RFI)) and the actual quantity that is physically present (CACHE ITEM ACTUAL RFI QTY).	
CACHE ITEM QTY (DISPOSED)	The quantity of cache items disposed due to reasons such as: failure to meet quality standards, unrepairable, etc.	
CACHE ITEM QTY (DUE IN)	The quantity of a particular cache item for which a purchase order has been submitted to the SUPPLIER by the procurement office.	
CACHE ITEM QTY (ERRONEOUS)	The quantity of a particular cache item that was erroneously recorded. For example, if the CACHE ITEM QTY (CORRECT) equals 50, and the quantity of 40 was recorded, the CACHE ITEM QTY (ERRONEOUS) equals 40.	
CACHE ITEM QTY (ERRONEOUSLY STORED)	The quantity of a particular cache item that was found in the wrong storage location.	
CACHE ITEM QTY (EXTRA)	The quantity of excess items received. For example, if the cache ordered 100 items and received 110 items, the CACHE ITEM QTY (EXTRA) is 10.	
CACHE ITEM QTY (IN STOCK)	The quantity of items that are either reserved or RFI in the automated inventory system.	
CACHE ITEM QTY (ISSUED - ADJUSTED)	The corrected quantity of items being issued.	
CACHE ITEM QTY (ISSUED - YTD)	The quantity of a particular cache item that has been issued to date. This quantity is derived by counting all the cache items issued or used as repair parts as recorded in the TRANSACTION LOG.	
CACHE ITEM QTY (ISSUED)	The quantity of a particular cache item issued to a customer.	

Dictionary Name	Description	Components
CACHE ITEM QTY (KIT - YEAR TO DATE)	The number of times a particular type of kit has been put into kits to date.	
CACHE ITEM QTY (KIT)	The quantity of a particular cache item located as component(s) of a kit or other cache item.	
CACHE ITEM QTY (MAXIMUM)	The maximum desired stocking level of a particular cache item.	
CACHE ITEM QTY (MINIMUM)	The minimum desired stocking level of a particular cache item. This is also used as the re-order point.	
CACHE ITEM QTY (MISSING)	The number of items missing.	
CACHE ITEM QTY (NEW)	The new quantity of items being issued following adjustment of quantity requested..	
CACHE ITEM QTY (ON HAND)	The physical quantity of items found on the shelf.	
CACHE ITEM QTY (ORDERED)	The quantity of a particular cache item that has been ordered by the cache. = CACHE ITEM QTY (DUE IN) from purchase orders + CACHE ITEM QTY (REQUESTED) on cache request for supplies, for which a purchase order has not yet been prepared.	
CACHE ITEM QTY (OUTSTANDING)	The quantity of a particular cache item that has been issued but not returned for credit.	
CACHE ITEM QTY (PARTS)	The quantity of a particular cache item that was used as parts in the repair/refurbishment process.	
CACHE ITEM QTY (POTENTIAL REQUEST)	The quantity of a particular cache item that has been reported as a potential need.	
CACHE ITEM QTY (PURCHASE ORDER)	The quantity of a particular cache item that has been ordered from the supplier and is pending delivery.	
CACHE ITEM QTY (RECEIVED)	The number of cache items actually received in the incoming supplies shipment.	
CACHE ITEM QTY (REJECTED)	The number of cache items being rejected due to failure to meet quality standards or inability to repair.	
CACHE ITEM QTY (REMOVED)	The quantity of cache items being removed from the inventory.	
CACHE ITEM QTY (REQUESTED)	Number of an item requested by the CUSTOMER.	
CACHE ITEM QTY (REQUIRED - TOTAL)	The total number of cache item (components) required to build the desired quantity of kits.	

Dictionary Name	Description	Components
CACHE ITEM QTY (REQUIRED)	The quantity of a particular cache item needed to meet current stocking requirements.	
CACHE ITEM QTY (RESERVED)	The quantity of a particular cache item reserved pending receipt of an official order.	
CACHE ITEM QTY (RETURN - RFI)	The quantity of a particular cache item for which the CUSTOMER has been given return quantity credit, and full value credit.	
CACHE ITEM QTY (RETURNED)	The quantity of a particular cache item that has been returned, regardless of CACHE ITEM STATUS. This quantity is used to determine the return quantity credit.	
CACHE ITEM QTY (RFI - CORRECTED)	The corrected quantity of cache items with RFI status.	
CACHE ITEM QTY (RFI - STORAGE LOCATION)	The quantity of a particular cache item in a specific storage location whose CACHE ITEM STATUS is "RFI".	
CACHE ITEM QTY (RFI)	The quantity of a particular cache item that is physically present and available for issue.	
CACHE ITEM QTY (SHIPPED - ADJUSTED)	The adjusted quantity of items being shipped.	
CACHE ITEM QTY (SHIPPED)	The quantity of a specific cache items being shipped.	
CACHE ITEM QTY (SHORTAGE)	The quantity of a particular cache item that was reported by the CUSTOMER as not received.	
CACHE ITEM QTY (TOTAL OBLIGATED)	This is the total quantity of cache items obligated for a particular order. It is the summation of the CACHE ITEM QTY (OBLIGATED) for each request on the order.	
CACHE ITEM QTY (TRANSACTION)	The quantity of a particular cache item affected by the transaction.	=[CACHE ITEM QTY (SHIPPED) | CACHE ITEM QTY (CANCELLED)| CACHE ITEM QTY (RETURNED CREDIT) | CACHE ITEM QTY (UNSERVICEABLE)| CACHE ITEM QTY (RFI) | CACHE ITEM QTY (ADJUSTMENT) CACHE ITEM QTY (DISCREPANCY)]
CACHE ITEM QTY (UNAVAILABLE)	The number of cache items that are not being sent due to unavailability.	
CACHE ITEM QTY (UNSERVICEABLE)	This is the quantity of a cache item that is being disposed due to inability to meet the CACHE ITEM QUALITY STANDARDS.	
CACHE ITEM QTY (WORKORDER - UNSERVICEABLE)	The quantity of a particular cache item that are designated as unrepairable.	

Dictionary Name	Description	Components
CACHE ITEM QTY (WORKORDER - RFI)	The quantity of a particular cache item that has been brought up to RFI status in the R & R process.	
CACHE ITEM QTY (WORKORDER)	The quantity of a particular cache item that is on location pending refurbishment.	
CACHE ITEM QUALITY STANDARDS	This is the designated criteria that the item must meet or be refurbished to in order to be accepted by the cache system.	= ITEM SPECIFICATIONS + ITEM REFURBISHMENT STANDARD
CACHE ITEM REFURBISHMENT STANDARD	A narrative document that describes the required activities that must be performed in order to bring a cache item up to "RFI" status.	
CACHE ITEM RETURNED INDICATOR	A report field that indicates whether a particular accountable property item has been returned. This is derived by searching through the TRANSACTION LOG for a TRANSACTION - RETURN CACHE ITEM with a matching ACCOUNTING CODE and ACCOUNTABLE PROPERTY NUMBER.	
CACHE ITEM REVALUATION AMOUNT	The difference between the new CACHE ITEM STANDARD PRICE and the old CACHE ITEM ISSUE PRICE.	
CACHE ITEM SPECIFICATION	A narrative document that describes the specific technical and functional requirements of the cache item. If a cache item does not meet the specifications, it is rejected.	
CACHE ITEM SPECIFICATION NUMBER	The identification number for the specification sheet for a particular item. This number is used to look up the specifications for a cache item.	
CACHE ITEM STATUS	An indicator to identify the status of the item: "RFI" (Ready for Issue), "Workorder", "Kit", "Reserved", "Not RFI", "Unserviceable" or "Issued".	
CACHE ITEM STOCK NUMBER	Vendor-assigned number used to identify the cache item. Examples: National Stock Number, Part Number.	
CACHE ITEM STOCKING LOCATION CODE	Code used to identify where an item is available. e.g. R3S = Silver City Cache, R1 = Missoula Cache, AFS = Alaska Fire Service Cache	
CACHE ITEM SUPPLY SOURCE	Primary supplier of an item.	
CACHE ITEM TOTAL OUTSTANDING PRICE **	The total value of all the cache items issued but not returned for a particular cache item type.	

Dictionary Name	Description	Components
CACHE ITEM TOTAL PARTS COST	The total amount charged to a CUSTOMER for a particular cache item used as repair part(s). Equals CACHE ITEM QTY (PARTS - TOTAL) multiplied by CACHE ITEM ISSUE UNIT PRICE.	
CACHE ITEM TOTAL VALUE	CACHE ITEM QTY * CACHE ITEM ISSUE UNIT COST.	
CACHE LOCATION AISLE IDENTIFIER	A reference name/number used to identify a particular aisle within the cache.	
CACHE LOCATION BIN IDENTIFIER	A reference name/number used to identify a particular bin within the cache	
CACHE LOCATION SHELF IDENTIFIER	A reference name/number used to identify a particular shelf within the cache.	
CACHE NAME (ISSUING)	The name of the cache preparing the issue.	
CACHE REQUEST LINE TOTAL PRICE	The derived total estimated price of the line item. CACHE ITEM TOTAL PRICE = CACHE ITEM QTY (REQUESTED) * CACHE ITEM PRICE (ESTIMATED).	
CACHE REQUEST TOTAL PRICE	The derived estimated total for the entire order. CACHE REQUEST TOTAL PRICE = the sum of all CACHE ITEM TOTAL PRICE.	
CACHE STORAGE ID	A code used to designate the particular building or sub-cache where cache items are stored.	
COMMENTS	Narrative comments used to provide additional information regarding the action being taken.	
COMMENTS (RETURNS)	See COMMENTS.	
CONSOLIDATION COMMENTS	Information relayed to the CUSTOMER about the possibility of consolidating the CUSTOMER'S shipment with another customer's shipment.	
CRITICAL ITEMS REPORT INSTRUCTIONS	Instructions from the NFES Representative on reporting requirements for preparing and submitting the Critical Items Report. Includes criteria for reporting dates.	
CUSTOMS DECLARATION FORM	The information required by the Post Office for packages sent outside the U.S. boundaries.	
DAMAGE/LOSS REPORT	Information required by the agency Property regulations to document the loss or damage of property. Agency specific. Need to define components.	

Dictionary Name	Description	Components
DATE (60 DAYS AFTER CLOSE)	The 60th day after the close of an incident/project. The close date is the date the incident is declared "controlled".	
DATE (ACCOUNTABLE PROPERTY ACQUISITION)	The date the accountable property item was added to the inventory.	
DATE (ACTIVITY)	The date of the activity affecting cache operations.	
DATE (CANCELLATION)	The date the order/request was cancelled.	
DATE (INCIDENT/PROJECT CLOSE)	Close of Incident/Project is defined as the date that the Type I or II fire is declared "contained". For non-fire incident/projects, the Close of Incident/Project is defined as the date the jurisdiction agency declares the incident/project as closed. This date is reported in the Situation Reports available from the Geographic Area Coordination Center.	
DATE (ISSUE CLOSED)	The date the all the requested items on the order were either issued or canceled. No further requests may be initiated after this date.	
DATE (ISSUED)	The date all items on the issue are gathered and ready for shipment.	
DATE (ORDER ORIGINATION)	Date request originated	
DATE (ORDER/REQUEST RECEIVED)	The date the order was received by the cache.	
DATE (REQUIRED DELIVERY)	The date the item(s) need to be delivered to the delivery address.	
DATE (RETURN)	The date the cache items were returned to the cache.	
DATE (SHIPMENT RECEIVED)	The date the SHIPMENT was delivered to the delivery address.	
DATE (SHIPPER RECEIPT)	Date that SHIPMENT is handed over to SHIPPER.	
DATE (TRANSACTION - DISPOSAL)	Date the disposal activity took place.	
DATE (TRANSACTION - LAST)	The date of the last transaction affecting the accountable property item.	
DATE (TRANSACTION)	The date of the activity that is being taken in the transaction. Examples: ISSUE DATE, DATE (RETURN), ORDER CANCELLATION DATE, CURRENT DATE.	
DATE (WORKORDER DUE)	The desired completion date for the workorder.	
DATE (WORKORDER INITIATION)	The date the workorder was prepared.	

Dictionary Name	Description	Components
DEFICIENT ITEM COMMENTS	A narrative description of why the rejected cache items were determined deficient based on quality standards.	
DELIVERY DIRECTIONS	Instructions on the best route to take in delivering a shipment. Includes drop-off point (address).	
DIRECT SALES	The sale of cache items for non-incident/project use. Either a requisition or purchase order can be used for direct sales. If the customer is not from the same agency as the cache, a purchase order is required.	
DRIVER DRIVING HOURS	The total number of hours the driver spent during shipment delivery and return to home unit.	
DRIVER QUALIFICATION	A summary of the types of vehicles the driver is qualified to operate.	
DRIVER ROTATION NUMBER	The number assigned to a driver to indicate his/her priority in selection for driving assignments.	
DRIVER STATUS	The current status of a driver - "Available", "Not Available"	
DRIVER WORKED HOURS	The number of hours the driver has worked during the current shift. This is used to determine whether the driver has sufficient time left on his/her ship to complete the pending driving assignment.	
FLIGHT NUMBER	The number assigned by the carrier to identify a particular flight.	
FREIGHT BILL	A document used by the shipper to receipt for supplies delivered to the cache.	
FS REIMBURSABLE CODE	A USFS accounting code assigned to a specific ORDER for billing purposes.	
GEOGRAPHIC AREA	The geographic areas defined by the National Mobilization Guide that define the service areas of caches and GA Coordination Centers.	
GOVERNMENT BILL OF LADING	Government shipping document.	= GOVERNMENT BILL OF LADING NUMBER + DATE (SHIPPER RECEIPT) + SIGNATURE (SHIPMENT RECEIPT) + GOVERNMENT BILL OF LADING INFO
GOVERNMENT BILL OF LADING NUMBER	A pre-assigned unique number assigned to the Government Bill of Lading form for tracking purposes.	
GRAND TOTAL FOR TRANSACTION TYPE	The total value of all the transactions for the particular transaction type.	

Dictionary Name	Description	Components
GRAND TOTAL INCIDENT SUMMARY COST	The total value of all charges to the CUSTOMER for a particular INCIDENT/PROJECT. This is derived by adding all the TOTAL ORDER AMOUNTs for the ACCOUNTING CODE.	
HAZARDOUS MATERIAL PACKING/SHIPPING INSTRUCTIONS	Instructions concerning the packing and shipping regulations of particular hazardous material.	
HAZARDOUS MATERIAL	A substance or material, including a hazardous substance which has been determined by the Secretary of Transportation to be capable of posing and unreasonable risk to health, safety, and property when transported in commerce and which has been so designated.	
HAZARDOUS MATERIAL CLASS	A designation of a hazard class which corresponds to each proper shipping name as listed in 49 CFR 172.101 Hazardous Material Table, column 3. Example: UL3802	
HAZARDOUS MATERIAL DESCRIPTION	A standard description that describes the type of hazardous material (e.g. "FLAMMABLE LIQUID",).	
HAZARDOUS MATERIAL LABEL	A pre-printed label used to identify the presence of hazardous materials in a shipment.	
HAZARDOUS MATERIAL PLACARD STATEMENT	The warning statement that must be posted on the hazardous material container.	
HAZARDOUS MATERIAL SAFETY DATA SHEET	Specifications about hazardous material. It is required by law that this information accompany the hazardous material.	
HAZARDOUS MATERIAL SUBSTANCE	The name of one of the components of the hazardous material.	
INCIDENT	An unplanned event that requires mobilization of resources. Examples are wildfire, hurricane, flood, earthquake, hazardous waste spill, etc.	
INCIDENT LOCATION	A descriptor used to identify the location of the incident. Can be an address, a narrative description, etc.	
INCIDENT/PROJECT NAME	The name of the incident or project assigned by the local office.	
INCIDENT/PROJECT ORDER NUMBER	A unique reference number assigned to an incident/project by the initiating office for purposes of ordering resources.	
INCIDENT STATUS	The current status of the incident. Valid values are "Open" or "Closed".	

Dictionary Name	Description	Components
INVENTORY BEGINNING BALANCE	The total value of the cache inventory after new prices have been applied.	
INVENTORY TOTAL VALUE	The total value of all cache items in the inventory. Equals the sum of all CACHE ITEM TOTAL VALUEs.	
INVOICE	The billing document sent by the SUPPLIER to ADMINISTRATIVE SERVICES for payment.	
ISSUE COMMENTS	Supporting documentation regarding factors or conditions effecting the order.	
ISSUE GROSS CUBE	The total actual cubic inches of the entire packaged issue.	
ISSUE GROSS WEIGHT	The total actual weight of the entire packaged issue.	
ISSUE HAZMAT SHIPPING UNIT QTY	The total quantity of ISSUE SHIPPING UNITS that contain hazardous materials.	
ISSUE LABELS	All the labels required for shipping the issued items.	={ISSUE MAILING LABEL} + ({HAZARDOUS MATERIAL LABEL})
ISSUE LINE ITEM CONTAINER	The type of container used to ship a group of identical cache items. Several of these containers can make up an ISSUE SHIPPING UNIT.	
ISSUE LINE ITEM TOTAL COST	The total cost of the cache items being shipped for the order line item.	
ISSUE NUMBER	A sequential number used to uniquely identify the issue. The first 2-digits signify the calendar year.	
ISSUE SHIPMENT COMMENTS	Additional narrative information provided to Administrative Services regarding the Transportation Request.	
ISSUE SHIPMENT MODE	The kind of shipper used in transporting the issued items. Values: "U.S. Mail", "Commercial Mail", "Commercial Air", "Commercial Surface", "Government Aircraft", "Government Surface" or "Customer Pickup".	
ISSUE SHIPMENT ROUTE	An open-format description of the route of the delivery vehicle.	
ISSUE SHIPPING UNIT	The way issue items are consolidated and packaged for shipment (e.g can be in a carton, bag, or pallet).	
ISSUE SHIPPING UNIT QTY	The total number of SHIPPING UNITS in the issue.	
ISSUE SHIPPING UNIT WEIGHT	The total weight of the ISSUE SHIPPING UNIT.	

Dictionary Name	Description	Components
ISSUE TOTAL COST	The total cost of ALL items being shipped on the issue.	
ISSUE TOTAL CUBE	The total cubic inches of all the cache items being shipped on the issue.	
ISSUE TOTAL WEIGHT	The total weight in pounds of all the cache items being shipped on the issue.	
LOCATION (BEGINNING)	The beginning location of the vehicle responsible for deliverying the shipment.	
LOCATION (DELIVERY)	The final delivery location of the shipment.	= [ADDRESS (DELIVERY) | AIRPORT]
LOCATION (ENDING)	The ending location location of the vehicle responsible for deliverying the shipment. This may differ from the LOCATION (DELIVERY) because an airplane may deliver the shipment to an airport, and then a ground vehicle may delivery the shipment to the final delivery location.	
LOSS/USE PERCENTAGE - ACCEPTABLE	The established acceptable rate of loss/use for a particular cache item.	
LOSS/USE PERCENTAGE - ACTUAL	The percentage of items not returned for a particular cache item. The TOTAL ITEM QTY ISSUED minus TOTAL ITEM RETURNED QTY divided by TOTAL ITEM QTY ISSUED.	
LOSS/USE PERCENTAGE CLASS AVERAGE	The percentage of items not returned for all the items within the CACHE ITEM CLASSIFICATION. The sum of all TOTAL ITEM QTY ISSUED divided by the TOTAL CACHE ITEM CLASSIFICATION QTY.	
LOSS/USE PERCENTAGE - TOTAL	The loss/use rate for all items issued & returned for the incident/project. The TOTAL VALUE ISSUED minus TOTAL VALUE RETURNED divided by TOTAL VALUE ISSUED.	
MANUFACTURER NAME	The name of the manufacturer of a cache item.	
MAP	A graphical depiction of a geographic area used for determining the best route for transporting an issue.	
MODEL NAME/NUMBER	The model name or number assigned by the manufacturer to identify the model of cache item.	
NEW ITEM DIRECTION - LOCAL	Instructions from local management to begin stocking a new cache item.	
NEW ITEM NOTICE	Notification from the NFES REPRESENTATIVE that a new item is being added to the NFES System.	

Dictionary Name	Description	Components
ORDER NUMBER	Order tracking number	=[REQUISITION/ORDER NUMBER (PURCHASE ORDER) | INCIDENT/PROJECT ORDER NUMBER]
ORDER NUMBER (PURCHASE ORDER)	Tracking number assigned by the CUSTOMER for the requisition or purchase order.	
ORDER PRIORITY CODE	An indicator assigned to the individual order that shows the level of priority of the order. (1, 2, or 3 where 1 is highest).	
ORDER REJECTION REASON	A narrative statement describing the reason the order was rejected.	
ORDER REQUEST NUMBER	An reference number to identify a particular request (line item) on an order. (Examples for Resource Orders: S-1, E-5. Examples for requisitions, purchase orders, etc.: 1, 2, 3.)	
ORDER SUPPLY SOURCE	Name, Address, and phone number of recommended source for item. Used on requisitions only.	
ORDER TOTAL AMOUNT	The total value of the ORDER. This total is derived by adding the value of all the line items.	
ORDER TOTAL AMOUNT	The total amount charged for the order. This is derived by adding and subtracting the debit transactions and the credit transactions for a particular order.	
ORDER TYPE	This is an indicator to show that the incoming ORDER/REQUEST is one of the following: RESOURCE ORDER, REQUISITION, PURCHASE ORDER, REPLACEMENT ORDER, REDISTRIBUTION ORDER, RESERVE ORDER, or RESERVE FOLLOWUP ORDER.	
OWNER UNIT IDENTIFIER	Same as UNIT IDENTIFIER (CUSTOMER).	
PACKING LIST	An itemized list provided by the SUPPLIER of items included in the SHIPMENT. Need to define components.	
PERSON NAME (CHECKED BY)	The name of the person who checks the ready-for-shipment issue items to validate that it is accurate.	
PERSON NAME (CUSTOMER CONTACT)	The name of the person to contact when communication with the customer is required.	
PERSON NAME (CUSTOMER DELIVERY)	The name of the person to contact regarding delivery of a shipment.	
PERSON NAME (CUSTOMER REQUESTOR)	The name of the person submitting the order to the cache.	
PERSON NAME (DRIVER)	The name of the driver of a vehicle transporting the shipment.	

Dictionary Name	Description	Components
PERSON NAME (FILLED BY)	The name of the cache employee who is responsible for gathering all the items on the issue.	
PERSON NAME (ORDER APPROVER)	Individual authorizing funds for expenditure.	
PERSON NAME (ORDER REQUESTOR)	The name of the individual who originated the order.	
PERSON NAME (PACKED BY)	The name of the individual who packaged the cache items into the ISSUE SHIPPING UNITS.	
PERSON NAME (PURCHASE AGENT)	The name of the individual to contact regarding procurement.	
PERSON NAME (RECEIVED BY)	The name of the person who signed the receipt for delivered cache items.	
PERSON NAME (SHIPPER RECEIPT)	The name of the driver of the vehicle who accepted the shipment from the cache.	
PERSON NAME (SUPPLIER CONTACT)	The name of the contact person for the SUPPLIER.	
PERSON NAME (VERIFIED BY)	The name of the cache person who verified that all the items on the issue have been pulled.	
PHONE NUMBER (CUSTOMER CONTACT)	The phone number of the person to contact when communication with the customer is required.	
PHONE NUMBER (CUSTOMER DELIVERY)	The phone number of the person to contact regarding delivery of a shipment.	
PHONE NUMBER (CUSTOMER REQUESTOR)	The phone number of the person submitting the order to the cache.	
PHONE NUMBER (CUSTOMER)	The local office phone number of the CUSTOMER.	
PHONE NUMBER (SUPPLIER CONTACT)	The phone number of the contact person for the SUPPLIER.	
PHONE NUMBER (SUPPLIER)	The phone number of the company, individual, cache, etc. from which the cache item is procured.	
PREPAREDNESS LEVEL	A code that identifies the current level of wildland fires, severity, and resource commitment. The five different levels dictate increased or descreased staffing and levels of prioritization. PL1 is lowest and PL5 is highest. The preparedness level identifies actions to be taken to ensure an appropriate level of preparedness/readiness for the existing and potential situation.	
PRIORITY DIRECTION	Direction from management regarding the prioritization of incident/projects, resource utilization, etc.	

Dictionary Name	Description	Components
PROJECT	A planned event that requires mobilization of resources. Examples are: prescribed fire, pre-positioning of resources, disaster simulation, etc.	
PROPERTY SURVEY FORM	Information required by the Property regulations to remove items from the inventory for appropriate disposal. Agency specific format.	
R & R TOTAL PARTS COST	The total cost of all CACHE ITEM (PARTS) used in the R&R process. Equals the sum of all CACHE ITEM ISSUE UNIT COST (PARTS).	
RECEIPT DOCUMENT	A document from the Procurement Office to verify that the REQUEST FOR SUPPLIES has been received.	
REPLACEMENT ORDER	An order issued by the incident/ project that authorizes the individual/unit to replace items expended during an incident or project.	
REQUEST COMMENTS	Narrative comments used to document action taken on a request.	
REQUEST TRANSPORTATION MODE	The method of transportation for issued cache items, as specified by the CUSTOMER. Values: "Air", "Surface", "Pickup", or "Best". "Air' includes 'Air' and 'Commercial Air'. "Surface" includes 'Ground', 'UPS', 'FED EX', 'Next Day', 'U.S. Mail', 'Govt. Vehicles'.	
RETURN NUMBER	A reference number assigned to the Return Worksheet for tracking purposes.	
REVALUE NOTICE	This is notification that the annual inventory reconciliation has been completed, which is used to trigger the process to REVALUE INVENTORY with the new year's prices.	
ROAD CONDITION INFO	Information about the current road conditions (icy, muddy, etc.). This is provided by drivers returning from an assignment, highway department, etc.	
ROAD RESTRICTION INFO	Restrictions that may affect the type of transport vehicle that can fulfill the assignment. (e.g. 4-wheel drive, short axle requirements, etc.)	
ROUTE INFO	Information regarding the ground transportation route for a particular trip. Includes road and weather conditions and any other supplemental information that may affect the chosen route.	
SF-120	?	

Dictionary Name	Description	Components
SHIPPER NAME	The name of the shipper assigned to transport the issued cache items.	
SHIPPER TRACKING NUMBER	A number assigned by the SHIPPER for tracking purposes.	
SIGNATURE (SHIPMENT RECEIPT)	Signature of the CUSTOMER's agent who accepted the shipment.	
SOLE SOURCE ITEM	An item that can only be obtained through the NFES System. Examples are Smokey Bear items and NFES publications and forms.	
STORAGE LOCATION	The physical location(s) where a cache item is stored within the cache.	
SUB-CACHE	See CACHE STORAGE ID.	
SUPPLIER CODE	This is a code used to designate which of the Federal Supply Schedule (FSS) suppliers: General Services Administration (GSA), Defense Logistics Agency (DLA), S9S (?), or S9F (Air Force))	
SUPPLIER LEADTIME DAYS	The amount of time it takes to deliver the cache item (between the request date and the required delivery date).	
SUPPLIER NAME	The name of the company, individual, cache, etc. from which the cache item is procured.	
SUPPLIER STANDARD PACK PRICE	The price of the supplier's standard pack of a particular cache item.	
SUPPLIER STANDARD PACK QTY	The number of units contained within the SUPPLIER's standard pack.	
SUPPLIER STD PACK ISSUE UNIT	The unit of measure for the CACHE ITEM supplied by the SUPPLIER. (e.g. dozen, each, etc.) The issue unit from the SUPPLIER may be different from the CACHE ITEM ISSUE UNIT in the ITEM CATALOG.	
TIME (ACTIVITY)	The time the activity affecting cache operations was received at the cache.	
TIME (CANCELLATION)	The time of day that the order/request was cancelled.	
TIME (DELIVERED)	The time of day that the cache items were delivered.	
TIME (ISSUED)	The time all items on the issue are gathered and ready for shipment.	
TIME (ORDER ORIGINATION)	The time of day that the order was originated.	
TIME (ORDER/REQUEST RECEIVED)	The time the order was received by the cache.	

Dictionary Name	Description	Components
TIME (REQUIRED DELIVERY)	The time of day that the requested cache items are required by the requestor.	
TIME (SHIPMENT ACTUAL DEPARTURE)	The time the shipment actually left the cache.	
TIME (SHIPMENT ESTIMATED DEPARTURE)	Estimated time the shipment is scheduled to leave the issuing cache.	
TIME (SHIPMENT ESTIMATED ARRIVAL)	The estimated time the shipment is expected to reach the delivery point.	
TIME (SHIPMENT RECEIVED)	The time the shipment actually left the cache.	
TIME (SHIPPER ESTIMATED ARRIVAL)	The estimated time of arrival of the vehicle assigned to pick up the issue.	
TIME (TRANSACTION)	The time of day the transaction took place.	
TITLE (ORDER APPROVER)	Job title of authorizer	
TITLE (ORDER REQUESTOR)	Job title of the requestor of supplies or services.	

Dictionary Name	Description	Components
TOTAL CACHE ITEM CLASSIFICATION QTY	The total quantity of CACHE ITEMS in the CACHE ITEM CLASSIFICATION group. (e.g. 37 items have "Durable" classification group.)	
TOTAL ITEM QTY ISSUED	The total quantity of cache items issued to the Incident/Project. The sum of CACHE ITEM QTY (ISSUED) from all TRANSACTION - ISSUE CACHE ITEMS.	
TOTAL ITEM QTY RETURNED	The total quantity of cache items returned from the Incident/Project. The sum of CACHE ITEM QTY (RETURNED) from all TRANSACTION - DISPOSAL.	
TOTAL ITEM QTY UNDETERMINED STATUS	The total quantity of cache items whose status is undetermined because they are still in the R&R process. The sum of CACHE ITEM QTY (WORKORDERED) from all pending workorders.	
TOTAL ITEM QTY UNSERVICEABLE	The total quantity of cache items returned in unserviceable condition. The sum of CACHE ITEM QTY (DISPOSAL) from all TRANSACTION - DISPOSAL.	
TOTAL ITEM VALUE ISSUED	The total value of the quantity of a particular cache item issued to the Incident/Project. The TOTAL ITEM QTY ISSUED multiplyed by CACHE ITEM ISSUE UNIT COST.	
TOTAL ITEM VALUE RETURNED	The total value of the quantity of a particular cache item returned to the Incident/Project. The TOTAL ITEM QTY RETURNED multiplyed by CACHE ITEM ISSUE UNIT PRICE.	
TOTAL VALUE ISSUED	The dollar value of all items issued to the incident/project. The sum of all TOTAL ITEM VALUE ISSUED.	
TOTAL VALUE RETURNED	The dollar value of all items returned from the incident/project. The sum of all TOTAL ITEM VALUE RETURNED.	
TRANSACTION AMOUNT	The dollar value of the transaction for each cache item affected.	=[CACHE ITEM ISSUE UNIT PRICE | CACHE ITEM REVALUATION AMOUNT]
TRANSACTION AMOUNT (RETURN VALUE)	The dollar value of the cache item being returned. Equals the CACHE ITEM ISSUE UNIT PRICE.	
TRANSACTION COMMENTS	Supporting documentation regarding factors or conditions effecting the transaction.	
TRANSACTION DESCRIPTION	A description of the type of transaction. (e.g. Issue, Return, Disposal - Unserviceable, etc.)	
TRANSACTION DOCUMENT NUMBER	The reference number of the document that initiated the transaction.	=[ORDER NUMBER | ORDER REQUEST NUMBER | WORKORDER NUMBER]

Dictionary Name	Description	Components
TRANSACTION REFERENCE NUMBER	The number used to identify the document that originated the transaction which relates the appropriate accounting code.	= [ORDER NUMBER | ORDER REQUEST NUMBER | ISSUE NUMBER | RETURN NUMBER]
TRANSACTION TOTAL AMOUNT	The total value of the transaction. This is derived by multiplying the CACHE ITEM QTY time the TRANSACTION AMOUNT.	
TRANSACTION TYPE	A code to designate the type of transaction for issue, return, survey, excessed, price adjustment, found on inventory, etc.	
TRANSACTION TYPE TOTAL AMOUNT	The total value of all the transactions. Equals the sum of all the TRANSACTION AMOUNTs.	
TRIP DESTINATION	A narrative statement describing the delivery location of the shipment. Includes items such as: incident/project name, city, state, etc.	
TRIP MILEAGE	The total number of miles driven during the trip.	
TRIP PURPOSE	A narrative statement describing the purpose of the trip.	
UNIT IDENTIFIER (BILLING OFFICE)	The 5-digit unit identifier for the billing office of the customer.	
UNIT IDENTIFIER (CACHE)	The 5-digit unit identifier for the cache.	
UNIT IDENTIFIER (CUSTOMER)	An abbreviated identifier for the CUSTOMER. The identifier is unique to each agency within a geographic area. e.g. WY-YNP = Yellowstone National Park, ID-BSU = Boise State University. First set of characters indicate the State. Last character of the second set of characters indicates Agency. e.g. P = National Park Service, F = Forest Service, D = BLM District. A third set of characters may be assigned to identify the sub-unit.	
UNIT IDENTIFIER (DELIVERY ADDRESS)	The 5-digit unit identifier for the delivery address of the customer.	
UNIT NAME	Name of the entity placing the order. e.g. Siskiyou National Forest, Alaska Fire Service, Ely Rural Fire Protection District.	
VEHICLE MAKE/MODEL NAME	The manufacturer's name and model name or number.	
VEHICLE NUMBER	An identification number assigned to a vehicle. Can be license number, E- number, vehicle local identifier.	
VEHICLE PAYLOAD VOLUME	The volume in cubic feet or cubic meters that the vehicle is capable of shipping.	

Dictionary Name	Description	Components
VEHICLE PAYLOAD WEIGHT	The weight in pounds that the vehicle is capable of shipping.	
VEHICLE ROTATION NUMBER	The number assigned to a vehicle to indicate its priority in selection for driving assignments.	
VEHICLE SPECIFICATIONS	Information about the vehicle that is used to determine the suitability of the vehicle for a driving assignment. Can contains specifications such as: 4-wheel drive, axle size, etc.	
VEHICLE STATUS	The current status of the vehicle which can be "Available" or "Not Available".	
VENDOR NAME	The name of the vendor.	
WORKORDER ASSIGN UNIT	The unit assigned to perform the required work on the workorder.	
WORKORDER NUMBER	A number used to identify the specific workorder.	
WORKORDER PRICE	The total of all CACHE ITEM PRICE (PARTS) for in-house repair and refurbishment or the WORKORDER SERVICE COST if repair and refurbishment is done by contract.	
WORKORDER SERVICE COST	The cost (labor/external parts) for repairing or refurbishing the item. (Does not include parts taken out of the cache inventory -- this cost would only be used for local, non-emergency workorders.)	
WORKORDER TASK DESCRIPTION	A brief narrative statement that describes the work required or problem relating to the identified workordered item. (e.g. replace handle, breakdown into 50 foot lengths, won't start,etc.)	

EXTERNAL ENTITY

September 29, 1993

The "EX-" prefix indicates that this is the definition for an External Entity (box) on the Data Flow Diagram.

Dictionary Name	Description	Components
EX-ADMINISTRATIVE SERVICES	Functional Areas involved in the support of Cache Operations with regard to Fiscal, Property, Procurement. Note: Coordination Center acts as Administrative Services when acquiring aircraft to transport cache items. Interaction with SHIPPER is through Admin. Services (Transportation). Sometimes Cache acts as agent for Admin. Services, but function really belongs to Admin. Services.	= [PROCUREMENT | PROPERTY MANAGEMENT | FINANCE | COORDINATION CENTER | GEOGRAPHIC AREA COORDINATION CENTER | TRANSPORTATION]
EX-CALENDAR		
EX-COORDINATION CENTER	Center designated to convey priority direction within a specified geographic area.	=[NATIONAL INTERAGENCY COORDINATION CENTER | GEOGRAPHIC AREA COORDINATION CENTER | LOCAL DISPATCH OFFICE]
EX-CUSTOMER	Any unit authorized to order and receive supplies from the cache.	=[FEDERAL AGENCY | STATE AGENCY | DISPATCH OFFICE | PRIVATE FIRE ORGANIZATION | RURAL AND COMMUNITY FIRE ORGANIZATION | FOREIGN GOVERNMENT | EDUCATIONAL INSTITUTE]
EX-DISPATCH OFFICE	A unit authorized to place Orders for equipment & supplies in support of an incident/projects.	=[INCIDENT ORDERING OFFICE| LOCAL DISPATCH OFFICE | GEOGRAPHIC AREA COORDINATION CENTER | NATIONAL INTERAGENCY COORDINATION CENTER
EX-NFES REPRESENTATIVE	Coordinates year-end redistribution of stock, distributes new NFES item info. Requests and distributes info regarding NFES product defects.	
EX-REPAIR & REFURBISH	The organization responsible for repair and/or refurbishment of cache items.	
EX-SHIPPER	The provider of transportation services for shipping issued cache items.	=[COMMERCIAL AIR CARRIER | COMMERCIAL SURFACE CARRIER | COMMERCIAL MAIL | U.S. MAIL]
EX-SUPPLIER	Provider of cache items	= [VENDOR | NATIONAL CACHE SYSTEM | FEDERAL SUPPLY SYSTEM]

September 29, 1993

These are reports/forms/screens that are generated from data stored within the system.

Dictionary Name	Description	Components
RPT-ACCOUNT TRANSACTION SUMMARY - BY TRANSACTION TYPE	A list of all transactions charged to a certain ACCOUNTING CODE (ISSUING OFFICE), sorted by TRANSACTION TYPE.	= UNIT IDENTIFER (CUSTOMER) + UNIT NAME (CUSTOMER) + ADDRESS (BILLING) + {ACCOUNTING CODE (ISSUING OFFICE) + {TRANSACTION TYPE + {ORDER NUMBER + {DATE (TRANSACTION) + TRANSACTION DOCUMENT NUMBER + TRANSACTION AMOUNT}} + TRANSACTION TYPE TOTAL AMOUNT (derived)}+ ACCOUNT TOTAL AMOUNT (derived)
RPT-ACCOUNT TRANSACTION SUMMARY - BY ORDER NUMBER	A summary of all transactions charged to a CUSTOMER for a specific ORDER. This report is forwarded to Finance to initiate billing the CUSTOMER.	= UNIT IDENTIFER (CUSTOMER) + UNIT NAME (CUSTOMER) + PERSON NAME (CUSTOMER CONTACT) + ADDRESS (CUSTOMER) ADDRESS (BILLING) + ACCOUNTING CODE (ISSUING OFFICE) + DATE (ORDER ORIGINATION) DATE (LAST TRANSACTION) TRANSACTION DOCUMENT NUMBER (ORDER NUMBER) + {DATE (TRANSACTION) + TRANSACTION TYPE + TRANSACTION DOCUMENT NUMBER + TRANSACTION AMOUNT + TRANSACTION TOTAL AMOUNT} + ORDER TOTAL AMOUNT
RPT-ACCOUNTABLE PROPERTY - DISPOSED REPORT	by CACHE ITEM NUMBER or ACCOUNTABLE PROPERTY NUMBER. A listing of information about disposal of accountable property.	={CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + ACCOUNTABLE PROPERTY NUMBER + ACCOUNTABLE PROPERTY ACQUISITION COST + ACCOUNTABLE PROPERTY SERIAL NUMBER + MANUFACTURER NAME + MODEL NAME/NUMBER + OWNER UNIT IDENTIFIER + TRANSACTION REFERENCE NUMBER (DISPOSAL) + TRANSACTION DOCUMENT NUMBER (DISPOSAL) + DATE (TRANSACTION - DISPOSAL)

Dictionary Name	Description	Components
RPT-ACCOUNTABLE PROPERTY REPORT	by CACHE ITEM NUMBER or ACCOUNTABLE PROPERTY NUMBER. A listing of information regarding accountable property.	={CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + ACCOUNTABLE PROPERTY NUMBER + DATE (ACCOUNTABLE PROPERTY ACQUISITION) + ACCOUNTABLE PROPERTY ACQUISITION COST + ACCOUNTABLE PROPERTY SERIAL NUMBER + MANUFACTURER NAME + MODEL NAME/NUMBER + OWNER UNIT IDENTIFIER + CACHE ITEM STATUS + TRANSACTION TYPE (LAST) + TRANSACTION DOCUMENT NUMBER (LAST) + DATE (TRANSACTION - LAST) + (UNIT IDENTIFIER (ISSUED TO)) + ACCOUNTABLE PROPERTY REPLACEMENT COST + WORKORDER SERVICE COST}
RPT-ACCOUNTABLE PROPERTY SUMMARY	Accountable Property section of the INCIDENT SUMMARY report.	={CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + ACCOUNTABLE PROPERTY NUMBER + (CACHE ITEM NUMBER (KIT))+ CACHE ITEM RETURNED INDICATOR + ACCOUNTABLE PROPERTY REPLACEMENT COST} + ACCOUNTABLE PROPERTY OUTSTANDING PRICE
RPT-AD-112		AD-112
RPT-ADDRESS CODE LISTING	by UNIT IDENTIFIER. A list of all UNIT IDENTIFIERs and associated ADDRESSSes.	={UNIT IDENTIFIER + UNIT NAME (CUSTOMER) + UNIT NAME + ADDRESS (CUSTOMER REQUESTOR) + PHONE NUMBER (CUSTOMER REQUESTOR) + PERSON NAME (CUSTOMER CONTACT) + PHONE NUMBER (CUSTOMER CONTACT)}
RPT-CACHE ITEM ABOVE MAXIMUM REPORT	by CACHE ITEM NUMBER and CACHE STORAGE ID. List of all cache item above the maximum stocking level. Selection by range of CACHE ITEM NUMBER or CACHE ITEM PRINCIPLE NAME.	={CACHE STORAGE ID + {CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT + CACHE ITEM QTY (RFI) + CACHE ITEM QTY (RESERVED) + CACHE ITEM QTY (ORDERED) + CACHE ITEM QTY (BACKORDER) + CACHE ITEM QTY (MINIMUM) + CACHE ITEM QTY (MAXIMUM) + CACHE ITEM QTY (ISSUED - YTD) (derived)}}

Dictionary Name	Description	Components
RPT-CACHE ITEM BELOW MINIMUM REPORT	A report that lists all cache items below the minimum stocking level sorted by CACHE ITEM NUMBER and CACHE STORAGE IDENTIFIER. Selection can be made to print by range of CACHE ITEM NUMBER or CACHE ITEM PRINCIPLE NAME.	={CACHE STORAGE ID + {CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT + CACHE ITEM QTY (RFI) + CACHE ITEM QTY (RESERVED) + CACHE ITEM QTY (ORDERED) + CACHE ITEM QTY (BACKORDER) + CACHE ITEM QTY (WORKORDERED) + CACHE ITEM QTY (MINIMUM) + CACHE ITEM QTY (MAXIMUM) + CACHE ITEM QTY (ISSUED - YTD) (derived)}}
RPT-CACHE ITEM COMPONENT AVAILABILITY SUMMARY	Report shows how many consolidated items can be built and shows which items are short and the shortage qty. (Enter the CACHE ITEM NUMBER (CONSOLIDATED) and perform a search of each component's inventory RFI qty compared to the quantity required to build the consolidated item).	= CACHE ITEM NUMBER (CONSOLIDATED) + CACHE ITEM PRINCIPLE NAME (CONSOLIDATED) + CACHE ITEM DESCRIPTION (CONSOLIDATED) + CACHE ITEM QTY (POTENTIAL REQUEST)+ {CACHE ITEM NUMBER (COMPONENT) + CACHE ITEM PRINCIPLE NAME (COMPONENT) + CACHE ITEM DESCRIPTION (COMPONENT) + CACHE ITEM QTY (REQUIRED - TOTAL)} + KIT SHORTAGE SUMMARY
RPT-CACHE ITEM COMPONENT LIST	by CACHE ITEM NUMBER. Screen only. No changes to original format.	= CACHE ITEM NUMBER (CONSOLIDATED) + CACHE ITEM PRINCIPLE NAME (CONSOLIDATED) + CACHE ITEM DESCRIPTION (CONSOLIDATED) + CACHE ITEM ISSUE UNIT PRICE (CONSOLIDATED) + {CACHE ITEM NUMBER (COMPONENT) + CACHE ITEM PRINCIPLE NAME (COMPONENT)+ CACHE ITEM DESCRIPTION (COMPONENT) + CACHE ITEM QTY (COMPONENT) + CACHE ITEM ISSUE UNIT (COMPONENT)} + BUILD INSTRUCTIONS
RPT-CACHE ITEM PACKING LIST	by CACHE ITEM NUMBER. A list of components contained in a kit.	= ADDRESS (OWNING CACHE) + CACHE ITEM NUMBER (KIT) + CACHE ITEM PRINCIPLE NAME (KIT)+ CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT WEIGHT + CACHE ITEM ISSUE UNIT CUBIC FEET + {CACHE ITEM NUMBER (COMPONENT) + CACHE ITEM PRINCIPLE NAME (COMPONENT) + CACHE ITEM DESCRIPTION (COMPONENT) + CACHE ITEM QTY (COMPONENT)+ CACHE ITEM ISSUE UNIT (COMPONENT)} + COMMENTS + BLANK (PERSON NAME PACKED BY) + BLANK (PERSON NAME CHECKED BY) + BLANK (DATE PACKED)
RPT-CACHE ITEM REQUEST LIST	A list of CACHE ITEMS that need to be ordered.	={CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM QTY (REQUESTED) + CACHE ITEM ISSUE UNIT}

Dictionary Name	Description	Components
RPT-CACHE ITEM REQUIREMENT LIST	Instructions to build/breakdown a cache item (kit or otherwise).	= CACHE ITEM NUMBER (CONSOLIDATED) + CACHE ITEM PRINCIPLE NAME (CONSOLIDATED) + CACHE ITEM DESCRIPTION (CONSOLIDATED)+ {CACHE ITEM NUMBER (COMPONENT) + CACHE ITEM PRINCIPLE NAME (COMPONENT) + CACHE ITEM DESCRIPTION (COMPONENT) + CACHE ITEM ISSUE UNIT + {CACHE STORAGE ID + STORAGE LOCATION} + CACHE ITEM QTY (REQUIRED - TOTAL)} + BUILD INSTRUCTIONS
RPT-CACHE ITEM RFI STATUS BY LOCATION	A listing that provides the various warehouse locations of RFI cache items.	={CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + {CACHE STORAGE ID + {STORAGE LOCATION} + CACHE ITEM QTY (RFI - CACHE STORAGE ID)} + CACHE ITEM QTY (RFI)}
RPT-CACHE ITEM SUMMARY	A list of all pertinent information about a particular cache item. Includes catalog, supplier, manufacturer/model information.	= CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT + CACHE ITEM ISSUE UNIT STANDARD PACK QTY + CACHE ITEM ISSUE UNIT PRICE + CACHE ITEM ISSUE UNIT CUBIC FEET + (CACHE ITEM ISSUE UNIT CUBIC METERS)+ CACHE ITEM ISSUE UNIT WEIGHT + CACHE ITEM HAZARDOUS MATERIAL INDICATOR + (CACHE ITEM STOCK NUMBER) + CACHE ITEM CLASSIFICATION + (CACHE ITEM SUPPLY SOURCE + ADDRESS (SUPPLIER) + (MANUFACTURER NAME + MODEL NAME/NUMBER)+ CACHE ITEM SPECIFICATION NUMBER + CACHE ITEM REFURBISHMENT STANDARD
RPT-CACHE ITEM TRANSACTION LIST	by CACHE ITEM NUMBER and TRANSACTION TYPE	= CACHE ITEM NUMBER + TRANSACTION TYPE + DATE (REPORT START) + DATE (REPORT END) + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT + {TRANSACTION DOCUMENT NUMBER + TRANSACTION REFERENCE NUMBER + CACHE STORAGE ID + PERSON NAME (USER) + [CACHE ITEM QTY (TRANSACTION) | ACCOUNTABLE PROPERTY NUMBER] + TRANSACTION AMOUNT + DATE (TRANSACTION) }
RPT-CRITICAL ITEMS LIST (LOCAL)	A listing of the RFI quantities of cache items that have been designated as critical items.	= UNIT IDENTIFIER (CACHE) + {CACHE ITEM NUMBER + CACHE ITEM STOCK NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM QTY (RFI)}

Dictionary Name	Description	Components
RPT-CRITICAL ITEMS REPORT (NATIONAL)	A listing that provides a national summary of the availability of cache items designated as critical items.	={CACHE ITEM NUMBER + CACHE ITEM STOCK NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + {UNIT IDENTIFIER (CACHE) + CACHE ITEM QTY (RFI)}}
RPT-DUPLICATE LOCATION REPORT	by CACHE STORAGE ID and STORAGE LOCATION. A list of locations with more than one CACHE ITEM assigned.	={CACHE STORAGE ID + {STORAGE LOCATION + {CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM QTY (RFI)}}}
RPT-FIRE LOSS/USE REPORT - LOCAL	by CACHE ITEM CLASSIFICATION and CACHE ITEM NUMBER. Selection by ORDER NUMBER or INCIDENT/PROJECT NUMBER. A list of items issued, qty returned (in any condition) and percentage loss/use.	= INCIDENT/PROJECT NAME + ACCOUNTING CODE (ISSUING OFFICE) + INCIDENT/PROJECT ORDER NUMBER + {CACHE ITEM CLASSIFICATION + {CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + TOTAL ITEM QTY (ISSUED IN KITS) + TOTAL ITEM QTY (ISSUED AS INDIVIDUAL ITEMS) + TOTAL ITEM QTY (ISSUED AS REPAIR PARTS) + TOTAL ITEM QTY (TOTAL ISSUED) + TOTAL ITEM QTY RETURNED + TOTAL ITEM QTY UNSERVICEABLE + TOTAL ITEM QTY UNDETERMINED STATUS + LOSS/USE PERCENTAGE - ACTUAL LOSS/USE PERCENTAGE - ACCEPTABLE LOSS/USE PERCENTAGE CLASS AVERAGE } + KIT SUMMARY TOTAL VALUE ISSUED + TOTAL VALUE RETURNED + TOTAL LOSS/USE PERCENTAGE
RPT-FIRE LOSS/USE REPORT - NATIONAL	The FIRE LOSS/USE REPORT with all caches local data combined into one set of figures/one report.	
RPT-INCIDENT/PROJECT REPORT	A listing of all incidents and projects.	={UNIT IDENTIFIER (JURISDICTION) + UNIT NAME (JURISDICTION) + INCIDENT/PROJECT ORDER NUMBER + INCIDENT/PROJECT NAME + ACCOUNTING CODE (ISSUING OFFICE) + ACCOUNTING CODE (CUSTOMER) + INCIDENT LOCATION + INCIDENT/PROJECT ORDER NUMBER (NEW) + INCIDENT STATUS}
RPT-INCIDENT/PROJECT SUMMARY	by ACCOUNTIING CODE (ISSUING OFFICE) or ORDER NUMBER.	= ACCOUNTING CODE (ISSUING OFFICE) + {ORDER NUMBER + INCIDENT/PROJECT NAME + ITEM SUMMARY + ACCOUNTABLE PROPERTY SUMMARY + R & R PARTS SUMMARY + KIT SUMMARY (ORDER TOTAL AMOUNT)} + GRAND TOTAL ISSUED + GRAND TOTAL RETURNED + GRAND TOTAL INCIDENT SUMMARY COST (outstanding item cost)

Dictionary Name	Description	Components
RPT-INVENTORY DISCREPANCY REPORT	A report of discrepancy values between physical and automated inventory.	= CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT PRICE + CACHE ITEM QTY (IN STOCK) + CACHE ITEM QTY (ON HAND) + CACHE ITEM DISCREPANCY QTY + CACHE ITEM DISCREPANCY VALUE + TOTAL INVENTORY DISCREPANCY VALUE
RPT-INVENTORY WORKSHEET	by CACHE STORAGE ID and either CACHE ITEM NUMBER or STORAGE LOCATION. A list of all cache items and locations. Used as a worksheet for annual inventory.	={CACHE STORAGE ID + {CACHE ITEM NUMBER} + {STORAGE LOCATION + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT + BLANK (CACHE ITEM QTY - ACTUAL)}}}
RPT-INVENTORY WORKSHEET - ACCOUNTABLE PROPERTY	by CACHE STORAGE ID and CACHE ITEM NUMBER. A list of all accountable cache items. Used as a worksheet for annual inventory.	={CACHE STORAGE ID + {CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + {ACCOUNTABLE PROPERTY NUMBER + ACCOUNTABLE PROPERTY SERIAL NUMBER + MANUFACTURER NAME + MODEL NAME/NUMBER + CACHE ITEM STATUS + COMMENTS + PERSON NAME (VERIFIED BY)}}}
RPT-ISSUE	by HAZARDOUS DESIGNATION and CACHE ITEM NUMBER. A listing of items being shipped also containing CUSTOMER and SHIPMENT information.	= ORDER NUMBER + (INCIDENT/PROJECT NAME) + ISSUE NUMBER + ADDRESS (ISSUING CACHE) + ADDRESS (DELIVERY) + ADDRESS (CUSTOMER REQUESTOR) + {ORDER REQUEST NUMBER + CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + [CACHE ITEM DESCRIPTION | HAZARDOUS MATERIAL DESCRIPTION] + CACHE ITEM ISSUE UNIT + CACHE ITEM QTY (REQUESTED) CACHE STORAGE ID + STORAGE LOCATION + CACHE ITEM QTY (SHIPPED) + CACHE ITEM QTY (BACKORDER) + CACHE ITEM ISSUE UNIT PRICE + TRANSACTION COMMENTS} + ISSUE TOTAL COST + ACCOUNTING CODE (ISSUING OFFICE) + ACCOUNTING CODE (CUSTOMER) + DATE (ISSUED) + TIME (ISSUED) + DATE (REQUIRED DELIVERY) + TIME (REQUIRED DELIVERY) + ISSUE COMMENTS + PERSON NAME (FILLED BY) + PERSON NAME (CHECKED BY) + BLANK (DATE ORDER RECEIVED) + BLANK (TIME ORDER RECEIVED) + BLANK (SIGNATURE RECEIVED BY)

Dictionary Name	Description	Components
RPT-ITEM SUMMARY	The first section of the INCIDENT SUMMARY report.	={CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM QTY (TRANSACTION) (ISSUED IN KITS) + CACHE ITEM QTY (TRANSACTION) (ISSUED AS INDIVIDUAL ITEMS) + CACHE ITEM QTY (TRANSACTION) (TOTAL ISSUED) + CACHE ITEM QTY (TRANSACTION) (RETURNED) + CACHE ITEM QTY (OUTSTANDING) + CACHE ITEM ISSUE UNIT PRICE} + CACHE ITEM TOTAL OUTSTANDING PRICE
RPT-ITEM SUPPLIER LIST	A list of suppliers who can provide a specific cache item.	= CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + {SUPPLIER CODE + SUPPLIER NAME + ADDRESS (SUPPLIER) + PERSON NAME (SUPPLIER CONTACT) + PHONE NUMBER (SUPPLIER CONTACT) + SUPPLIER STD PACK ISSUE UNIT + SUPPLIER STANDARD PACK PRICE + SUPPLIER LEADTIME DAYS}
RPT-KIT SHORTAGE SUMMARY	Screen display of items unavailable for desired build qty of kit.	={CACHE ITEM NUMBER (COMPONENT) + CACHE ITEM PRINCIPLE NAME (COMPONENT) + CACHE ITEM DESCRIPTION (COMPONENT) + CACHE ITEM QTY (COMPONENT)+ CACHE ITEM QTY (REQUIRED - TOTAL) + CACHE ITEM QTY (RFI) + CACHE ITEM QTY (UNAVAILABLE)}
RPT-KIT SUMMARY		={CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM QTY (TRANSACTION) (ISSUE)}
RPT-KIT-ITEM SUMMARY	A list to identify the various kits for which a particular cache item is identified as a component.	= CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + {CACHE ITEM NUMBER (KIT) + CACHE ITEM PRINCIPLE NAME (KIT) + CACHE ITEM DESCRIPTION (KIT)
RPT-LIST OF ITEMS WITH EXPIRATION	A list of items which have an expiration date.	={CACHE STORAGE ID + {CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + {STORAGE LOCATION}
RPT-LOST PROPERTY FORM		

Dictionary Name	Description	Components
RPT-OBLIGATED ITEMS LIST	Information about the items being committed to the issue based upon items actually pulled from cache storage locations..	= ORDER NUMBER + (INCIDENT/PROJECT NAME) + ISSUE NUMBER + ADDRESS (ISSUING CACHE) + ADDRESS (DELIVERY) + ADDRESS (CUSTOMER REQUESTOR) + {ORDER REQUEST NUMBER + CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + [CACHE ITEM DESCRIPTION | HAZARDOUS MATERIAL DESCRIPTION] + CACHE ITEM ISSUE UNIT + CACHE ITEM QTY (REQUESTED) CACHE STORAGE ID + STORAGE LOCATION + CACHE ITEM QTY (SHIPPED) + CACHE ITEM QTY (BACKORDER) + CACHE ITEM ISSUE UNIT PRICE + TRANSACTION COMMENTS} + ISSUE TOTAL COST + ACCOUNTING CODE (ISSUING OFFICE) + ACCOUNTING CODE (CUSTOMER) + DATE (ISSUED) + TIME (ISSUED) + DATE (REQUIRED DELIVERY) + TIME (REQUIRED DELIVERY) + ISSUE COMMENTS + PERSON NAME (FILLED BY) + PERSON NAME (CHECKED BY) + BLANK (DATE ORDER RECEIVED) + BLANK (TIME ORDER RECEIVED) + BLANK (SIGNATURE RECEIVED BY)
RPT-OPEN ACCOUNT SUMMARY	A list of all transactions for each open account. For end of fiscal year billing.	={UNIT IDENTIFER (CUSTOMER) + UNIT NAME (CUSTOMER) + ADDRESS (BILLING) + {ACCOUNTING CODE (ISSUING OFFICE) + [INCIDENT/PROJECT NAME | ORDER NUMBER] + {TRANSACTION TYPE + {TRANSACTION DOCUMENT NUMBER + TRANSACTION AMOUNT}}+ ACCOUNT TOTAL AMOUNT}
RPT-OPEN PURCHASE ORDER LISTING	by CACHE ITEM NUMBER or ORDER NUMBER (PURCHASE ORDER). A list of all outstanding PURCHASE ORDERs. (Items ordered by PURCHASING but not recieved.)	={ORDER NUMBER (PURCHASE ORDER) + CACHE REQUEST NUMBER + DATE (PURCHASE ORDER) + PERSON NAME (PURCHASE AGENT) + SUPPLIER CODE + CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT + CACHE ITEM QTY (PURCHASE ORDER) + CACHE ITEM QTY (RECEIVED) + CACHE ITEM QTY (OUTSTANDING) + DATE (PROMISED)}

Dictionary Name	Description	Components
RPT-OPEN REQUISITION LISTING	by CACHE ITEM NUMBER or REQUISITION NUMBER. A list of all outstanding REQUESTs FOR SUPPLIES. (Requests sent to PURCHASING but not on PURCHASE ORDER.)	={ORDER NUMBER + DATE (REQUISTION) + REQUISTION PRIORITY + SUPPLIER CODE + SUPPLIER NAME + CACHE ITEM NUMBER + (CACHE ITEM STOCK NUMBER) + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT + CACHE ITEM QTY (REQUESTED) + ACCOUNTING CODE (CUSTOMER)}
RPT-OPEN WORKORDER LISTING	by WORKORDER NUMBER or CACHE ITEM NUMBER. A list of all outstanding WORKORDERs.	={WORKORDER NUMBER + CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + [CACHE ITEM QTY (OUTSTANDING) | ACCOUNTABLE PROPERTY NUMBER] + UNIT IDENTIFIER (CACHE - OWNING) + WORKORDER ASSIGN UNIT + DATE (WORKORDER INITIATION) + DATE (WORKORDER DUE)}
RPT-PROPERTY SURVEY FORM		
RPT-R & R PARTS SUMMARY		={CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM QTY (PARTS) + CACHE ITEM ISSUE UNIT PRICE + CACHE ITEM TOTAL PARTS COST} + R & R TOTAL PARTS COST
RPT-REDISTRIBUTION REPORT	by CACHE ITEM NUMBER. This shows items above the maximum stocking level, available for redistribution, and below the minimum, requesting redistribution supply.	= UNIT IDENTIFIER (CACHE) + {CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT + CACHE ITEM QTY (RFI) + CACHE ITEM QTY (RESERVED) + CACHE ITEM QTY (ORDERED) + CACHE ITEM QTY (BACKORDER) + CACHE ITEM QTY (MINIMUM) + CACHE ITEM QTY (MAXIMUM)}
RPT-REQUEST FOR SUPPLIES		= CACHE REQUEST NUMBER + DATE (ORDER ORIGINATION) + DATE (REQUIRED DELIVERY) + {ACCOUNTING CODE (REQUESTING OFFICE) + ACCOUNTING CODE AMOUNT (REQUESTING OFFICE)} + SUPPLIER NAME + ADDRESS (SUPPLIER) + {ORDER REQUEST NUMBER + CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM STOCK NUMBER + CACHE ITEM QTY (REQUESTED) + SUPPLIER STD PACK ISSUE UNIT + SUPPLIER STANDARD PACK PRICE + CACHE REQUEST LINE TOTAL PRICE} + CACHE REQUEST TOTAL PRICE

Dictionary Name	Description	Components
RPT-RETURN REPORT	by CACHE ITEM NUMBER. A list of items returned and credited (qty and value) on a given date. Also customer and accounting information.	= RETURN NUMBER + (INCIDENT/PROJECT NAME) + (ISSUE NUMBER (ISSUED UNDER))+ ADDRESS (RECEIVING CACHE) + ADDRESS (RETURNING ENTITY) + ADDRESS (CUSTOMER REQUESTOR) + {CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM QTY (RETURNED) + CACHE ITEM QTY (RETURNED - UNSERVICEABLE) + CACHE ITEM ISSUE UNIT + CACHE ITEM ISSUE UNIT PRICE + TRANSACTION AMOUNT (RETURN VALUE) + TRANSACTION COMMENTS + TOTAL VALUE RETURNED+ ACCOUNTING CODE (CUSTOMER) + ACCOUNTING CODE (ISSUING OFFICE) + COMMENTS (RETURNS) + PERSON NAME (RECEIVED BY) + DATE (RECEIVED)
RPT-RETURN WORKSHEET - RFI/UNSERVICEABLE ITEMS	This is the blank worksheet used to record the cache items returned to the cache in RFI or unserviceable condition. Accountable Property is returned on the RETURN WORKSHEET - ACCOUNTABLE PROPERTY form. Items requiring R&R will be placed on a WORKORDER form.	= ORDER NUMBER + [INCIDENT/PROJECT NAME | PERSON NAME (CUSTOMER CONTACT)] + UNIT ID (RETURNING ENTITY) + NAME (PERSON RECEIVED BY) + ACCOUNTING CODE (RECEIVING OFFICE) + DATE (SHIPMENT RECEIVED) + CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM QTY (RFI) + CACHE ITEM QTY (UNSERVICEABLE)
RPT-RETURN WORKSHEET - ACCOUNTABLE PROPERTY	This is the blank worksheet used to record the accountable property cache items returned to the cache in RFI or unserviceable condition. Items requirring R&R will be placed on a WORKORDER form.	= ORDER NUMBER + [INCIDENT/PROJECT NAME | PERSON NAME (CUSTOMER CONTACT)] + UNIT ID (RETURNING ENTITY) + NAME (PERSON RECEIVED BY) + ACCOUNTING CODE (RECEIVING OFFICE)+ DATE (SHIPMENT RECEIVED) + CACHE ITEM NUMBER + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + {ACCOUNTABLE PROPERTY NUMBER + CACHE ITEM STATUS (RFI or SURVEY)}
RPT-SF-120 RPT-SHIPPING LABELS	This is the label placed on the ISSUE CACHE ITEMS with the ADDRESS (DELIVERY).	= ISSUE NUMBER + UNIT IDENTIFIER (CACHE) + ADDRESS (SUPPLYING CACHE) + UNIT IDENTIFIER (CUSTOMER) + [PERSON NAME (CUSTOMER CONTACT) | INCIDENT/PROJECT NAME] + [UNIT IDENTIFIER (DELIVERY ADDRESS) | ADDRESS (DELIVERY)]

Dictionary Name	Description	Components
RPT-STOCK STATUS REPORT	by CACHE ITEM NUMBER and CACHE STORAGE ID. A listing of current status and historical data for every CACHE ITEM in the INVENTORY. Selection by range of CACHE ITEM NUMBER, CACHE ITEM PRINCIPLE NAME or CRITICAL ITEM.	={CACHE STORAGE ID + {CACHE ITEM NUMBER + {STORAGE LOCATION} + CACHE ITEM PRINCIPLE NAME + CACHE ITEM DESCRIPTION + CACHE ITEM ISSUE UNIT + CACHE ITEM QTY (RFI) + CACHE ITEM QTY (RESERVED) + CACHE ITEM QTY (ISSUED) + CACHE ITEM QTY (IN KITS) + CACHE ITEM QTY (ORDERED) (derived) + CACHE ITEM QTY (MINIMUM) + CACHE ITEM QTY (MAXIMUM) + CACHE ITEM QTY (ISSUED - YTD) (derived) + CACHE ITEM QTY (KIT - YEAR TO DATE) (derived) + CACHE ITEM ISSUE UNIT PRICE + CACHE ITEM TOTAL VALUE} CACHE STORAGE ID TOTAL VALUE} + INVENTORY TOTAL VALUE
RPT-TRANSACTION LISTING	by TRANSACTION TYPE. This is a listing of all transactions that have taken place during the past month.	={TRANSACTION TYPE + {ACCOUNTING CODE (ISSUING OFFICE) + CACHE STORAGE ID + TRANSACTION DOCUMENT NUMBER + TRANSACTION AMOUNT TRANSACTION TOTAL AMOUNT}+ GRAND TOTAL FOR TRANSACTION TYPE}
RPT-TRANSPORTATION REQUEST	A report sent to ADMINISTRATIVE SERVICES (TRANSPORTATION) to obtain transportation for cache items being issued.	= ISSUE NUMBER + ISSUE SHIPMENT MODE + ISSUE SHIPPING UNIT QTY + ISSUE GROSS WEIGHT + ISSUE GROSS CUBE + ISSUE HAZMAT SHIPPING UNIT QTY + ({HAZARDOUS MATERIAL DESCRIPTION}) + ADDRESS (DELIVERY) + PERSON NAME (CUSTOMER DELIVERY) + PHONE NUMBER (CUSTOMER DELIVERY) + PERSON NAME (CUSTOMER REQUESTOR) + PHONE NUMBER (CUSTOMER REQUESTOR)+ ACCOUNTING CODE (SHIPPING) + DATE (REQUIRED DELIVERY) + (CUSTOMS DECLARATION FORM) + ISSUE SHIPMENT COMMENTS
RPT-WORKORDER	This is the blank form needed to initiate the process to refurbish or repair cache items. (If internally generated workorder that is charged to local miscellaneous account, use the "dummy" order number assigned to the misc. account.	= DATE (WORKORDER INITIATION) + WORKORDER NUMBER + (ORDER NUMBER) + ACCOUNTING CODE (ISSUING OFFICE) + CACHE ITEM NUMBER + [CACHE ITEM QTY (WORKORDER) | ACCOUNTABLE PROPERTY NUMBER] + WORKORDER TASK DESCRIPTION WORKORDER ASSIGN UNIT + DATE (WORKORDER DUE) + CACHE ITEM NUMBER (PARTS) + CACHE ITEM PRINCIPLE NAME (PARTS) + CACHE ITEM DESCRIPTION (PARTS) + CACHE ITEM QTY (RFI) + CACHE ITEM QTY (UNSERVICEABLE) + WORKORDER TASK DESCRIPTION + BLANK (SIGNATURE RECEIVED BY)

ADAMS
TRIMBLE
— ALICE

CACHE ANALYSIS TEAM TPR/FAT
ISSUE PAPERS

Purpose: **The purpose of the Cache Analysis Team Issue Papers is to present unresolved issues to the agency sponsors for decision. These papers primarily deal with issues that interfere with smooth operations within the cache system. The issues were discussed in length among team members and reviewing cache managers and it was determined that a decision by the managing officials was needed. Each issue paper contains a summary of the problem, the recommendation by the team, and the management decision and action.**

	Subject	Page
#1	Identification of Authorized Customers . . . . RESOLVED	A - 1
#2	National vs. Regional Priority Directions . . . NO ACTION REQUIRED	A - 3
#3	Replacement Orders through Dispatch . . . . RESOLVED	A - 4
#4	Orders for Re-stock through Dispatch . . . . RESOLVED	A - 5
#5	Limitation on Replacement Orders . . . REPL POLICY ADOPTED – order form considered	A - 7
#6	Limitation (deadline) on Returns from the Incident to the Cache . . RESOLVED	A - 8
#7	Standard Unit Identifier Codes . . . . RESOLVED	A - 9
Chris #8	Standard Cache Item Pricing . . . . CHRIS PEARSON AK SECTION 3.4	A - 10 *
#9	Close of Incident and Turnover of Type 1 & 2 Incidents to Local Management . . . . RESOLVED	A - 11
#10	Minimum Threshold for Billing . . . ALICE	A - 12
#11	Inventory Value Adjustments for shipping costs, payment penalties, and discounts . . . . ALICE	A - 13
#12	Fire Loss/Use Report . . . . RESOLVED	A - 14
#13	Coordination with Buying Units to Ensure Purchased Items Meet Quality Standards. . . . . RESOLVED	A - 15
#14	Standards for Refurbishment . . . . NFES COMMITTEE	A - 16
#15	Transferring Resources to Another Incident . . PG 5-52 RESOLVED	A - 17
#16	Assignment of New NFES Numbers . . . . NO ACTION REQUIRED	A - 18
#17	Mandatory Fields on Orders . . . . NO ACTION REQUIRED	A - 19
#18	Conflicting Policies Regarding Cache Operations . . . . ALICE cache MGR/MTG	A - 20
#19	Non-Emergency Orders Submitted as Emergency Orders . . NO ACTION REQUIRED	A - 21
#20	Acceptable Order Formats . . . . . NEEDED FOLLOW-UP	A - 22
#21	Identification of Incident/Project for Return Credit . . . NO ACTION REQUIRED	A - 23
#22	Incident/Project Accounting Code	A - 24
#23	Interface with Other Automated Systems	A - 25

Reference Number: _____

Cache Operations Analysis Model
Change Request

****

Requestor Name: _____ Date: _____

Requestor Office: _____ Phone: _____

****

I propose that the following change be made to the Cache Operations Analysis Model:

Page No.	Description of Change:	Reviewer Comments:
		_____ Accept as written. _____ Reject _____ Accept with following changes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

Reviewer Name: _____ Date: _____

Reviewer Office: _____ Phone: _____

****

Submit this form to the NACS Steering Committee Chairman:

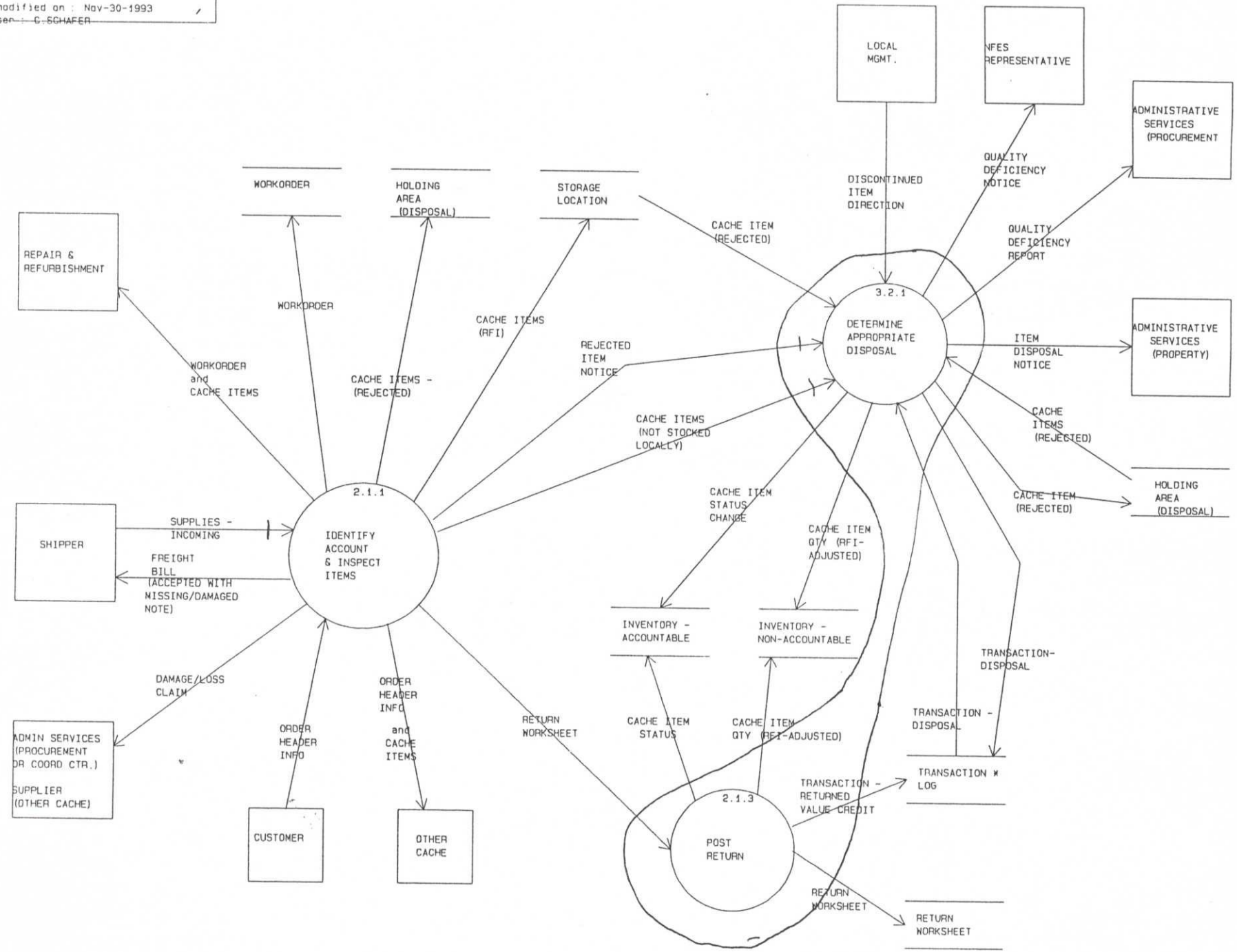
Alice Forbes
USDA FS North Zone Fire Cache
6101 Airport Road
Redding, California 96002

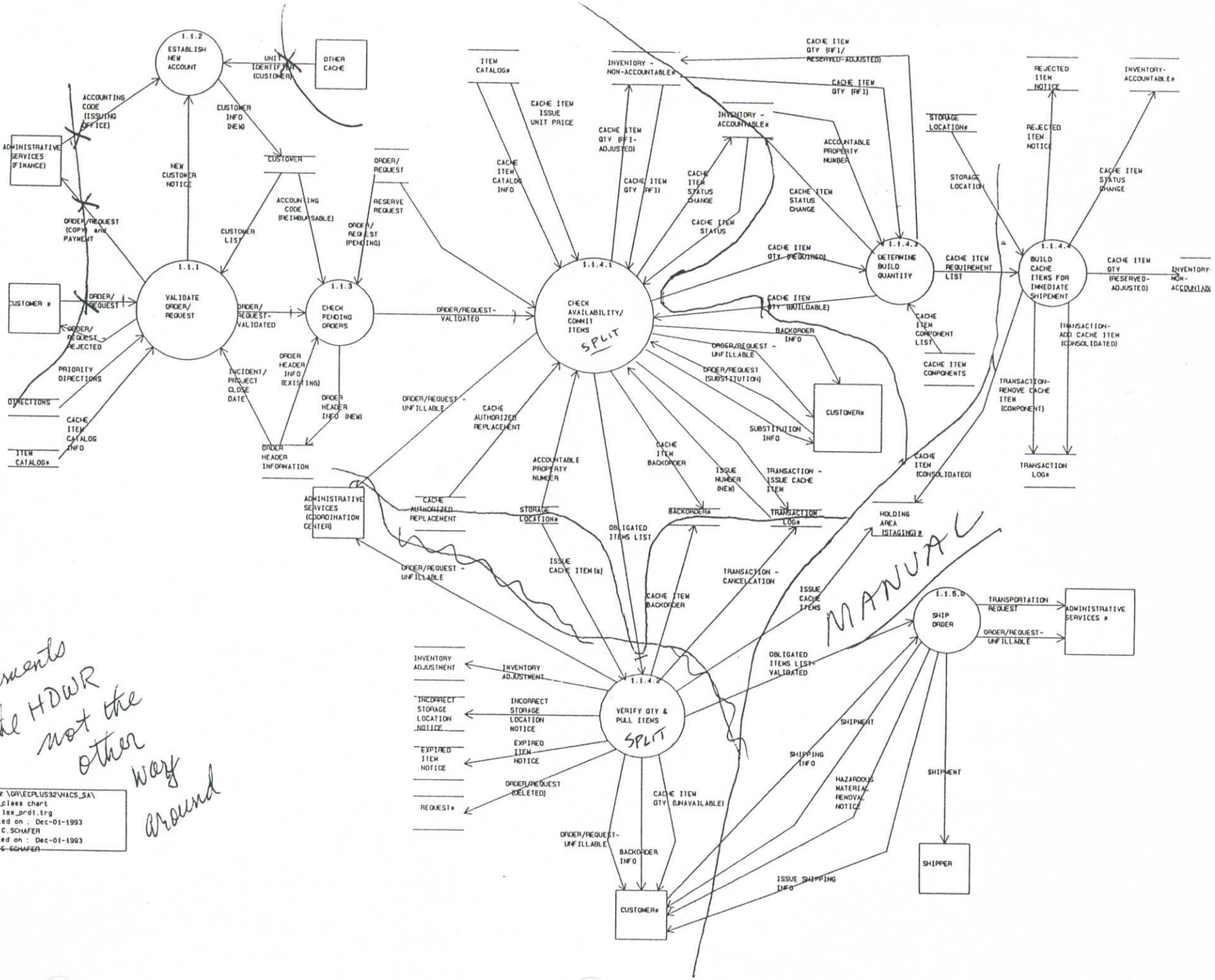
FAX: (916) 222-5460

Phone: (916) 246-5270

****

Project : W:\OR-ECPLUS32\NACS_SA\
Chart : STRUCTURE DESIGN CHART
Filename : train1.trg
Chart created on : Nov-30-1993
by user : C.SCHAFER
Last modified on : Nov-30-1993
by user : C.SCHAFER





Requirements drive the HDWR not the other way around

Project : W:\GR\ECPLUS32\NACS_SA\
Chart : sd_class chart
Filename : iss_prdt.trg
Chart created on : Dec-01-1993
by user : C.SCHAFER
Last modified on : Dec-01-1993
~~by user : C.SCHAFER~~

Appendix C

Acknowledgements

The Cache Analysis Team consisted of the following individuals:

Judy Crosby, BLM Analyst - Team Leader, NIFC Information Systems
Diana Santos, USFS Analyst, Washington Office
Ray Guardado, USFS Cache Manager, Redmond Fire Cache
Del Starner, BLM Cache Manager, NIFC Fire Cache
Patrick O'Leary, BLM Coordinator, NIFC Coordination Center
Jan Polasky, USFS Property & Finance Representative
Dennis Young, BLM Finance Representative

The Cache Analysis Team would like to thank the following individuals for their participation in creating the Cache Analysis Model:

Cache personnel:

Bob Behrner, USFS Cache Manager, Northeast Fire Cache
John Chackerian, USFS Cache Manager, South Zone Fire Cache
Carlos Gallegos, USFS Cache Manager, Rocky Mountain Fire Cache
Ken Huff, USFS Cache Manager, Southern Region Fire Cache
Dave Milbrat, USFS Cache Manager, North Zone Fire Cache
John Miller, USFS Cache Manager, Southwest Region Fire Cache
Chris Pearson, BLM Cache Manager, Alaska Fire Cache
Bonnie Resner, USFS Supply Assistant, Northern Region Fire Cache
Chuck Sundstrom, USFS Cache Manager, Northern Region Fire Cache
Steve Worden, USFS Cache Manager, Prescott Fire Cache

Other Participants:

Dick Adams, USFS Fire & Aviation, Washington Office
Bill Bradshaw, USFS Finance, Washington Office
Dave Holland, BLM Finance, Washington Office
James Mobley, USFS Finance, Washington Office
Cindy Schafer, BLM Analyst, NIFC
Shari Stewart, BLM Finance, NIFC
Roger Trimble, BLM Fire & Aviation, NIFC