

ICBS-R Expired Item Tracking Requirements

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DRAFT

Project Sponsorship:

The ICBS Re-engineering Project (ICBS-R) is chartered by the National Wildfire Coordinating Group (NWCG) as a partnership between the USFS, BLM and the National Interagency Support Cache (NISC) Managers.

Business Requirements Validation:

During the current project phase, National and Local Area Cache requirements are being developed, validated and updated. This work will result in a set of concise documents describing cache business requirements. The project will competitively select a vendor to produce a design for the next generation ICBS. The business requirements documentation will provide the foundation for that design work. Once an approved design is finalized, a contract will be competitively awarded to contractor to actually build the re-engineered system. This will be a lengthy and “iterative” process, with input from cache subject matter experts (SMEs) involved throughout the process.

One item needing further business requirement work is that of tracking items with expiration dates. Not only is this important to cache managers, who must ensure that no out-of-date items are sent to incidents, it’s also important to at least one departmental oversight body.

The USDA Office of Inspector General (OIG) performed an in-depth audit of federal cache operations beginning in 1991. In its “FS National Fire Cache System Audit Report No. 8801-13-AT” (May 24, 2000), OIG made the following recommendation to the USDA and the Forest Service: “Establish controls to dispose and replace MRE’s [Meals, Ready to Eat] and medicines that have expired.” In response to OIG’s recommendation, “NISC Standard Operating Procedures” now include standards for these inspections and the current ICBS system includes the ability to flag items requiring periodic inspection. Some cache personnel have observed that the ICBS application could be enhanced to help make the process easier or more fool-proof.

The Expired Item task group can help the ICBS-R Project by documenting alternatives and recommending a method and system functionality that would best meet the needs of the cache system. This will help us determine how ICBS should be re-engineered to best support the business.

Other Process Documentation Efforts:

- ICBS Change Request Report Item #22162 requests the addition of an Expiration Date field to the ICBS label.

- The ICBS-R Team’s cache field visit SMEs documented the following suggested additions to the ICBS “List of Items with Expiration” report:
 - Add comments column heading for each item so operations/floor personnel can write whatever they want.
 - List quantities on hand per expiration date. See comments of expiration date use on Issues, Returns, & Requisition/Receipts. [please see attachment 1]

The Job At Hand:

The Expired Item Tracking Task Group should investigate this aspect of cache business and produce a document outlining:

- Specific business requirements (not technology) for tracking items with expiration dates
- Alternative approaches and methods that could be employed (including advantages and disadvantages of each).
- Potential enhancements to ICBS that could help cache personnel perform this function (including advantages and disadvantages of each).
- Other technological approaches (including advantages, disadvantages and rough order of magnitude cost figures if available).

The above document will serve as the “Expired Item Tracking” standards for the re-engineered application. This paper will be submitted to the cache managers and agency management for validation and approval. Once approved, this document will be the basis for system design and construction.

The project business analyst, Tani Converse, will help the Task Group organize to complete this work.

Attachment 1

Insert additional comments (referenced in 5.28 of the Business Requirements document) here. I couldn't find them in the document, but I'll bet they're in the data base for whichever cache documented the issue.