



AGENDA

for

Logistics Information Management Course For International Logisticians

**Defense Logistics Information Service (DLIS)
Battle Creek, Michigan**

August 2-September 25, 2003

Saturday, August 2

Student Arrivals

Sunday, August 3

6:30-8:00 P.M. Registration (W. K. Kellogg House)

Welcome

Monday, August 4 Installation Briefing/Student Orientation, Room 1-1-4

- 8:00 Leave Battle Creek Inn
- 8:30 Arrival and Opening Remarks
- 8:40 Photo Session with Students
- 8:50 Curriculum Overview
National Codification Bureau
(NCB)
College Overview
- 9:30 Administrative Remarks
Internet/Computer Usage Policy
Sexual Harassment
Emergency Plans
Health Services
- 10:10 DLIS Overview
- 11:00 Tour of the Federal Center
Federal Center Facilities
(Cafeteria, Snack Bars, Rest
Rooms, Health Unit, Classrooms)
Tour of U.S. NCB
- 11:30 **LUNCH**
- 12:30 Introduction of College Support Staff
- Student Presentations
Student's Logistics Background
Student Goals for Learning
Culture and Geography of the
Country
(14 students-5-10 minutes each)
- 2:30 **DISMISSAL**
Student Bank Accounts International
Military Education Training (IMET
Students)
Return to Battle Creek Inn

**Tuesday, August 5 Classroom 3, Introduction to the NATO Codification System (NCS),
Introduction to the City of Battle Creek**

Classroom Monitor: Ms. Kay Morris

- 8:30 Introduction to the NCS

History of the NCS
Basics of the NCS

9:00 The U.S. National Codification
Bureau

9:30 Cataloging
Missions
Customers
Products and Services
Initiatives
Standardized System
Future Initiatives

10:30 **BREAK**

10:45 NCS Video

11:00 **LUNCH**

12:00 Open for First Time E-mail Usage
and Student Administration

1:00 **BREAK**

1:30 Introduction to Battle Creek
History
Points of Interest

3:00 **ADJOURN**

Wednesday, August 6 Classroom 3, Department of Defense (DOD) Logistics Overview

Classroom Monitor: Ms. Kay Morris

8:30 Opening
DOD Logistics Overview
Logistics Fundamentals
Distribution Process
Sustainment Process
U.S. Government and National
Security Organization
Army Logistics
Navy Logistics
Marine Corps Logistics
Air Force Logistics
Technical Data

11:30 **LUNCH**

12:30 Continue Topics

3:30 **ADJOURN**

Thursday, August 7 Classroom 3 – DOD Logistics Overview (Continued)

Classroom Monitor: Ms. Cynthia Wilcox

8:30 Opening
DOD Logistics Overview
Logistics Fundamentals
Distribution Process
Sustainment Process
U.S. Government and National
Security Organization
Army Logistics
Navy Logistics
Marine Corps Logistics
Air Force Logistics
Technical Data

11:30 **LUNCH**

12:30 Continue Topics

3:30 **ADJOURN**

Friday, August 8 Classroom 3, DLA Overview, Information Program (IP) Event

Classroom Monitor: Ms. Cynthia Wilcox

8:30 HQ DLA Overview
DLA's Mission and Structure

9:15 Business Systems Modernization
(BSM)

9:45 **BREAK**

10:00 DLA's Security Assistance
Foreign Military Sales Topics

10:30 Communicating with DLA

10:45 Questions and Answers

11:00 Introduction of IP

11:30 **LUNCH**

12:30 **DEPARTURE**

1:00 Arrival at District Court
Fire and Police Departments
Mayor's Office

3:30 **ADJOURN**

Saturday, August 9

6:30 **DINNER** at Mr. Chris Yoder's Home
Attendees:
DLIS Invited Guests
NCB College Staff

Monday, August 11 NATO Cataloging Policies and U.S. NCB Operations

Classroom Monitor: Ms. Cynthia Wilcox

8:30 Introduction to NATO Codification
Background of NATO Codification
History of NATO Codification
What is the NATO Codification
System
NATO Stock Numbers (NSNs)
Organization and Governance

9:30 NATO Codification for non-
NATO nations (some
basic concepts)
Basic principles
NCB
Organizational structures
Codification data
Information system

10:15 **BREAK**

10:45 NATO Sponsorship and Baselog
Program

11:30 **NATO LUNCHEON**
(DLIS-KI POCs:

Mr. Keith Palmerton and
Mr. Gregg Bale)

1:00 International Operation of the
NCS
Record format and segments

Input transactions
Output transactions
The Codification process
Request for codification services
Examples of transaction processing

2:00 **BREAK**

2:15 NATO Codification Publications
AC/135 Handbook
NATO Codification System Guide
AcodP-1
CodSP
Jeopardy Game for AcodP-1

4:00 **ADJOURN**

Tuesday, August 12 Classroom 3, NATO Cataloging Policies and U.S. NCB Operations

Classroom Monitor: Ms. Kay Morris

8:30 The NATO Mailbox System
NATO Data Exchange (NADEX)

9:00 Codification Tools and Products
NATO Master Cross Reference
List (NMCRL)
NATO Ammunition Data Base
(NADB)
AcodP-2/3
National Publications

10:15 **BREAK**

10:30 Use of the Internet in NATO
Codification

11:30 **LUNCH**

12:30
1:00 Strategy and Politics
The Future of Codification
ECCMA/PLIB/STEP Initiatives
NATO AC/135 Linkage to NATO
Standardization
ISO Standards
PLIB/STEP
Universal P Code (UPC) Codes
Bar Codes

2:15 **ADJOURN**

Wednesday, August 13 Classroom 3 –U.S. NCB Operations

Classroom Monitor: Ms. Kay Morris

8:30 The Relationship of Codification to
Logistics

9:30 Staffing the Cataloging Center
Organizational Structure
The Hiring Process
Recruitment Sources
Recruitment Strategies
Manpower/Manning
Training Management and
Administration
Managing Training Data
Roles
Training Plans
Annual Goals

10:15 **BREAK**

10:30 Cataloging Programs and Initiatives

11:00 **LUNCH**

12:00 Overview of New Item Processing
Research Tools
Request Processing
SSR/Provisioning Inputs to the
Process
CDL Tour

3:30 **ADJOURN**

**Thursday, August 14 Classroom 3, Basic Cataloging Training, Federal Cataloging System
(FCS) Overview Module**

Classroom Monitor: Ms. Cynthia Wilcox

8:30 Student Observations of
the Cataloging Process
In DLIS- K

10:30 Discussion of Observations

11:30 **LUNCH (St. Yoder's Day)**

12:30 Administrative Remarks
 Introduction

1:30 **BREAK**

1:40 FCS Overview

2:30 **BREAK**

2:20 FCS Overview (Continued)
 DLA Today (Video-15 minutes)

3:30 Presentation of IP to Lake
 Michigan

4:00 **ADJOURN**

Friday, August 15 IP Event

8:00 **DEPART** Hotel

10:00 Arrival-Lake Michigan

Saturday, August 16 SOCIAL EVENT

Gull Lake Dinner Cruise
(Sponsored by the Cereal
City Sunrise Rotary Club)

**Monday, August 18 Classroom 3, Basic Cataloging Training—Item Name Module, Federal
 Supply Classification (FSC)/National Stock Number (NSN) Module**

Classroom Monitor: Ms. Cynthia Wilcox

8:30 Review Session
 FCS Overview

9:30 Feedback from Mentors

BREAK

9:40 Knowledge Review

FCS Overview

10:10 Item Name--H-6

11:00 Exercise Demonstration—H-6

11:15 Exercise

11:30 **LUNCH**

12:30 Exercise Review

1:00 Steps 2 and 3
Federal Supply Classification
National Stock Number

2:00 H-2 Exercise Demonstration

2:15 H-2 Exercise

2:45 Introduction to H-Series On-Line

3:30 **ADJOURN**

Tuesday, August 19 Classroom 3, Basic Cataloging Training Course—Reference Number Module

Classroom Monitor: Ms. Kay Morris

8:30 Review Session—Item Name
FSC/NSN

9:30 Feedback from Mentors

BREAK

9:40 Knowledge Review--Item Name
FSC/NSN

10:10 Step 4: Item Identification
Reference Numbers
Exercise and Review

10:30 **BREAK**

10:40 Step 4: Item Identification
Reference Numbers (continued)

11:30 **LUNCH**

12:30 Step 4: Item Identification

Reference Numbers (continued)

1:15 **BREAK**

3:30 **ADJOURN**

Wednesday, August 20

**Classroom 3 – Basic Cataloging Training Course –Federal
Item Identification Guides (FIIGs)**

Classroom Monitor: Ms. Kay Morris

8:30 Review Session, Reference
 Numbers and Drawings

9:30 Feedback from Mentors

BREAK

9:40 Knowledge Review--
 Reference Numbers
 and Drawings

10:10 Federal Item Identification
 Guides (FIIG)

10:30 **BREAK**

10:40 Hard Copy FIIG Demo
 A-/T- New Concept FIIGs

11:00 Flag Exercise, FIIG A404

11:30 **LUNCH**

12:30 Flag Exercise (continued)

1:15 **BREAK**

1:30 Cup Exercise, FIIG T106

1:40 Introduction to FIIGs On-Line

3:30 **ADJOURN**

Thursday, August 21

**Classroom 3, Basic Cataloging Training Course –Methods and Types
of Item Identification Module, FLIS Manual Module, Total Item
Record (TIR)**

Classroom Monitor: Ms. Cynthia Wilcox

8:30	Review Session—FIIGs
9:30	Feedback from Mentors BREAK
9:40	Knowledge Review-FIIGs
10:10	Types of Item Identification Volume 10, Table 8/H-10 Supplement Reference Number Combinations RNCC, RNVC, DAC, Type II
10:30	BREAK
10:40	Type of Item Identification (continued)
11:10	FLIS Manuals, DOD 4100.39-M
11:30	LUNCH
12:30	FLIS Manuals, DOD 4100.39-M DEMO On-Line
1:00	Total Item Record (TIR) Segments/Data Groups H-10 Supplement TIR Book
1:30	BREAK
1:40	Total Item Record (TIR) (continued)
2:30	BREAK
2:40	Total Item Record (TIR) (continued)
3:30	ADJOURN

Friday, August 22 Classroom 3, Basic Cataloging Training Course-TIR, DLIS Automated Information System (LOLA)

Classroom Monitor: Ms. Cynthia Wilcox

8:30	Review Session Methods and Type of II FLIS Manual
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TIR

9:30 Feedback from Mentors

BREAK

9:40 Knowledge Review
Methods and Type of II
FLIS Manual
TIR

10:10 Total Item Record (TIR)
(continued)
H-10 Supplement

10:30 **BREAK**

10:40 Total Item Record (TIR)
(continued)

11:30 **LUNCH**

12:30 DLIS Automated Information
System
FLIS Introduction
LOLA97 Demonstration

1:30 **BREAK**

1:40 DLIS Automated Information
System (continued)

2:30 **BREAK**

2:40 DLIS Automated Information
System (continued)

3:00 Review TIR Data Elements
in FLIS

3:30 **ADJOURN**

Monday, August 25

**Classroom 3, Basic Cataloging Training Course-Hazardous and
Critical Data Elements Module, Review of NSNs, Federal Logistics
(FEDLOG)**

Classroom Monitor: Ms. Cynthia Wilcox

8:30 Review Session
TIR

Use of LOLA

9:30 Feedback from Mentors

BREAK

9:40 Knowledge Review-TIR
and LOLA

10:10 Hazardous and Critical
Data Elements

10:30 **BREAK**

10:40 Hazardous and Critical
Data Elements
(continued)

11:10 Exercise-Sample NSNs
(TIR Book)
Discussion and Review

11:30 **LUNCH**

12:30 FEDLOG

1:30 **BREAK**

1:40 FEDLOG (continued)

2:30 **BREAK**

2:40 FEDLOG (continued)

4:30 **ADJOURN**

Tuesday, August 26

**Classroom 3, Basic Cataloging Training Course-Major
Organizational Entity (MOE Rule) and Segment B Data Elements
Module, DEMIL Coding, Control Management Data (CMD) Elements
Module, Interchangeability & Substitutability (I&S) Module**

Classroom Monitor: Ms. Kay Morris

8:30 Review Session
Hazardous and Critical
Data Elements

9:30 Feedback from Mentors

BREAK

9:40 Knowledge Review
Hazardous and Critical
Data Elements

10:10 DEMIL Team
Functions/Mission

BREAK

10:40 DEMIL Team (Continued)

LUNCH

12:30 MOE Rules-Segment B
Segment B Data Elements

BREAK

1:45 Segment H Catalog Manage-
ment Data Phrase Elements

BREAK

2:45 Segments E and F
Standardization
Interchangeability and
Substitutability

ADJOURN

Wednesday, August 27

**Classroom 3, Basic Cataloging Training Course-Military
Engineering Data Asset Locator System (MEDALS)/Joint
Environmental Material Management System (JEDMICS),
Cataloging Maintenance Module**

Classroom Monitor: Ms. Kay Morris

8:30 Review Session
Segment B User Management
Segment H
Interchangeability and
Substitutability
Integrated Material Complex (IMC)

9:30 Feedback from Mentors

BREAK

9:40 Knowledge Review
Segment B, IMC, Segment H
Interchangeability and
Substitutability

10:10 MEDALS/JEDMICS

10:30 **BREAK**

10:40 MEDALS/JEDMICS (continued)

11:30 **LUNCH**

12:30 Cataloging Maintenance
Data Input/Output
Edits/Reject Analysis
Cancellations
Reinstatements
Effective Dating
Collaboration

4:00 **ADJOURN**

Thursday, August 28 Classroom 3, On-the-Job Training (OJT): Preparation of Item Identification

Classroom Monitor: Ms. Cynthia Wilcox

8:30 Review Session
Cataloging Maintenance

9:30 Feedback from Mentors
BREAK

9:40 Knowledge Review
Cataloging Maintenance

10:10 **BREAK**

10:15 OJT-NSN #1 (Assigned to first
OJT trainer)
Research for technical data and
part number validity
Determine FSC
Determine INC
Prepare Segment A Data

NO CLASS SESSIONS

Tuesday, September 2 Classroom 3, LSB Processing, Review for Mid-Term Knowledge Review, Preparation Time for Final Presentations

Classroom Monitor: Ms. Kay Morris

8:30 AcodP-1
Systems Interfaces and Procedures
Data Elements and Values
Data Exchange-Transaction
Outputs to Input Transaction
NATO System Change Requests
(SCRs)

10:30 **BREAK**

10:45 Preparation Time for Mid-Term
Knowledge Review

11:30 **LUNCH**

12:30 Preparation for Final Student
Presentations (first session)

3:30 **ADJOURN**

Wednesday, September 3 Classroom 3, Mid-Term Knowledge Review, Visit to Air National Guard Base

Classroom Monitor: Ms. Kay Morris

8:30 Mid-Term Knowledge Review
(Test and Correct)

11:30 **LUNCH**

12:00 **DEPART** for Air National Guard Base

12:30 Arrival at Air National Guard Base
Battle Creek, Michigan
(Management and Systems
Flight, Supply Warehouse,
Combat Supply and
Support, Maintenance)
Stock Control
Stock Fund
Equipment Management

Supply Training and Customer
Service Warehouse and Receiving
(to include DRMO processing)
Pick-up and Delivery
Combat Operations

3:30 **ADJOURN**

**Thursday, September 4 Classroom 3, U.S. Standardization, Publications Course, SSR
Records**

Classroom Monitor: Ms. Cynthia Wilcox

8:30 Compact Disc Users Course
(Logistics Information Users
Course)
AMMO Catalog
Characteristics Data
Demilitarization (DEMIL)
H-Series
MD/I&S
MCRD
MEDCAT
UDR
NATO MCRL

9:30 **BREAK**

9:40 Compact Disc Users Course
(continued)

11:00 Afloat Shopping Guide

11:30 **LUNCH**

12:30 Introduction to Standardization
Procurement Documents and
their Coordination
Item Reduction Studies
Related Reference Materials
DOD Standardization vs. DOD I&S

1:30 **BREAK**

1:45 Introduction to Standardization
(continued)

2:30 **BREAK**

2:45 Introduction to Standardization

(continued)

3:00 DB2 Tables (SSR Records)
3:30 Introduction to IP Event-Chicago
4:00 **ADJOURN**

Friday, September 5- 6 IP Event

Trip to Chicago, Illinois

Monday, September 8 Classroom 3, IP Event, Presentations on National Cataloging Systems, IP Event

Classroom Monitor: Ms. Cynthia Wilcox

8:30 United Kingdom
Organization
Functions/Operations
Contracted Cataloging Functions
-Challenges

9:30 **BREAK**

9:45 Spain
SICAD Cataloging Data System
COD SP 100—Spain NCB
Organization

10:15 Cataloging Reengineering System

10:45 DOD EMALL

11:15 **LUNCH**

12:00 **DEPART** for IP Event

12:30 Arrival at Denso International.
America, Inc

2:00 Fort Custer National Cemetery

Tuesday, September 9 Classroom 3, DOD Acquisition and Provisioning Process

Classroom Monitor: Ms. Kay Morris

8:30 Course Director Time
9:00 Workshop Overview and Orientation
10:00 Acquisition Logistics Overview and
Requirements Determination
11:30 **LUNCH**
12:30 Data Acquisition
3:30 **ADJOURN**

Wednesday, September 10 Classroom 3, DOD Acquisition and Provisioning Process

Classroom Monitor: Ms. Kay Morris

8:30 Provisioning Planning Overview
10:00 Provisioning Planning
Considerations
11:30 **LUNCH**
12:30 Provisioning Planning
Considerations (continued)
1:30 Provisioning Methods and
Techniques
3:30 **ADJOURN**

Thursday, September 11 Classroom 3, DOD Acquisition and Provisioning Process

Classroom Monitor: Ms. Cynthia Wilcox

8:30 Formal Provisioning Process
10:30 Source, Maintenance,
Recoverability (SMR) Coding
and other Factors
11:30 **LUNCH**
12:30 Source, Maintenance,
Recoverability (SMR)
Coding and other Factors

(continued)

3:30 **ADJOURN**

Friday, September 12 **Classroom 3, DOD Acquisition and Provisioning Process,
DLIS Provisioning Process**

Classroom Monitor: **Ms. Kay Morris**

8:30 Initial Requirements Determination

11:30 **LUNCH**

12:30 Provisioning—DLIS Process
Provisioning Screening (DLIS-SA)
Provisioning Overview (Background,
Screening, Future Plans)
Provisioning Concept
Definition
Common Service Provisioning
Procedures
Specific Service Provisioning
Procedures
Practical Exercises

3:30 **ADJOURN**

Saturday, September 13 **SOCIAL EVENT**

Picnic/Softball Game at Lynn Schmoll's home

Monday, September 15 **Classroom 3, National Cataloging Center Operations/Observation
Training: Process Measurements and Quality Improvement
Theory, Defense Reutilization and Marketing Service (DRMS)
Mission**

Classroom Monitor: **Ms. Cynthia Wilcox**

8:30 Measurement Systems and
Quality Planning

10:00 **BREAK**

10:15 Measurement Systems and
Quality Planning (continued)

11:00 Cataloging Metrics in International
Operations

11:30 **LUNCH**

12:30 DRMS Overview/Web Demo
Mission of DRMS
Security Assistance
Excess Inventory Inquiries

2:00 **BREAK**

2:15 DRMS Overview/Web Demo
(continued)

3:30 **ADJOURN**

Tuesday, September 16 **Classroom 3, FMS Logistics/Customer Support, Defense Institute
of Security Assistance Management (DISAM)**

Classroom Monitor: Ms. Kay Morris

8:30 Welcome Remarks/DISAM
Mission Briefing

9:00 Introduction to Security
Assistance (SA)

9:50 **BREAK**

10:00 SA Legislation and Policy

11:30 **LUNCH**

12:30 The FMS Process

3:30 **ADJOURN**

Wednesday, September 17 **FMS Logistics/Customer Support (DISAM)**

Classroom Monitor: Ms. Kay Morris

8:30 LOA Terms and Conditions

10:30 **BREAK**

10:40 Logistics Support of
International Sales

11:30 **LUNCH**

12:30 Logistics Support of
International Sales
(continued)

1:50 **BREAK**

2:00 Transportation Policy and
Requisitioning Process
(MILSTRIP)

3:30 **ADJOURN**

**Thursday, September 18 Classroom 3, National Cataloging Center Operations
/Observations: DLIS-S Operations, WebLINK**

Classroom Monitor: Ms. Cynthia Wilcox

8:30 Social Activity Planned by DLIS-S

9:30 Tool Development—Files/Interfaces
Process Maintenance of FIIGs
Master Requirements Directory
(MRD)
FIIG Edit Guides
FIIG Characteristics Cross-
Reference
Characteristics Mass Change
System
Characteristics Mass Change
Application
On-Line Characteristic Search
Application

11:00 **BREAK**

11:15 Hazardous Materials
Material Safety Data Sheets
Value Added Data (Transportation,
Storage, etc.)

11:45 Environmental Attributes
DLA Affirmative Procurement

12:00 **LUNCH**

1:00 Use of DOD Ammunition Codes
(DODAC)

1:15 Central Contractor Registration

Commercial and Government
Entity (CAGE) Codes

2:15 GIRDER Program

2:30 Quality Data Base

2:45 WebLINK International

3:30 **ADJOURN**

**Friday, September 19 Classroom 3, National Cataloging Center Operations/Observation
Training: DLIS-V Operations**

Classroom Monitor: Ms. Cynthia Wilcox

8:30 DLIS-V Social (hosted by VST)

9:50 **BREAK**

10:05 Logistics Information Distribution
Overview

10:25 FED LOG-General Purpose
CD-ROM Product

10:40 Virtual Representative
/Web Service

11:05 WebFLIS-Database Access
from the Web

11:20 Tailored Data Products-High
Volume of Data

11:30 **LUNCH**

12:30 DLA Map Catalogs

12:50 Customer Relationship
Management

1:05 Battle Creek Customer Contact
Center Tour

1:35 Marketing Opportunities

1:50 **BREAK**

2:05 Surveys

2:20 Training

2:35 **ADJOURN**
(Students set-up for Denmark presentation)

Monday, September 22 Classroom 3, Preparation for Final Exam, Denmark Cataloging System

Classroom Monitor: Ms. Cynthia Wilcox

8:30 Review for Final Knowledge Review

9:30 Preparation Time for Student Presentations (second session)

11:30 **LUNCH**

12:30 Denmark Cataloging System

4:30 **ADJOURN**

Tuesday, September 23 Classroom-Final Exam, Denmark Cataloging System

Classroom Monitor: Ms. Kay Morris

8:30 Final Knowledge Review (Test and Correct)

11:30 **LUNCH**

12:30 Denmark Cataloging System

2:30 **BREAK**

2:45 Denmark Cataloging System

4:30 **ADJOURN**

**Wednesday, September 24 Classroom 3, National Cataloging Center
Operations/Observation Training: Establishing a Cataloging System, Cataloging System**

Classroom Monitor: Ms. Kay Morris

8:30 The Canadian Cataloging System

10:00 **BREAK**

10:15 The Canadian Cataloging System (continued)

11:30 **LUNCH**

12:30 How to Establish a NATO National Codification Bureau
INC Usage Statistics
DIC Usage

2:00 **BREAK**

2:15 How to Establish a NATO National Codification Bureau (continued)

3:30 **ADJOURN**

Thursday, September 25 Classroom 3, National Presentations, Course Evaluations, Room 1-1-4

Classroom Monitor: Ms. Cynthia Wilcox

8:30 Nations Assessments/Out-briefings (15 minutes per nation)--8
Attendees:
Colonel Joseph D. Cassel, Jr., USMC
Mr. Richard Maison
DLIS Directors

10:30 Open Session
Question/Answer NCB College Presentations to Complete Open Items
Comments about the Course Evaluations

11:30 **LUNCH**

12:30 Open Session (continued)

1:00 **GRADUATION CEREMONY**
Attendees:

(Open to all DLIS Participants)
Ms. Beth Baker, DSCA
Colonel Joseph Cassel, Jr., USMC
Mr. Richard Maison
DLIS Directors
DLIS Briefers and Staff

Photo Session
(Official Photo Session with
Colonel Cassel)

2:30 Packing of Student Materials

4:00 **ADJOURN**

Friday, September 26

DEPARTURE OF STUDENTS