

SUPPLEMENT 5- STANDARD OPERATING PROCEDURES CENTRAL/SATELLITE WORKAROUND SYSTEMS PROCEDURES

See Chapter 1, Paragraph C1d

Under the concept of Central and Satellites (C&S), resources will be allocated where the workload exists. DRMOs and RIPLs were realigned based on analysis of the predominate type of work performed and which combinations of sites would provide the optimal disposal service to surrounding generators.

While this concept makes good business sense, the realignments in most cases will create systemic problems that must be dealt with by workarounds. One of the Applied C&S Business Rules is to have centralized Local sales/cashiering and SCO duties. The problem arises when a Satellite DRMO(s) is not on the Central's DAISY database (i.e., the Satellite has a different RIC than the Central). Our RIC/Suffix driven organizational structure coupled with the way DAISY handles local sales makes it difficult at best to centralize these sales.

This SOP describes the workarounds necessary to accomplish organizational goals without making costly systems changes for diminishing sales functions. The following gives guidelines on how to conduct a centralized local sale with more than one database involved. Even if you have been conducting FST sales where multiple HPs have been involved, the C&S concept may require changes to any workarounds for those sales based on realignment of functions. The consolidation of multiple "A" RIC databases at HQ DRMS will not resolve these problems because the RIC/Suffix structure will not change (unless TOAs are eventually done).

NOTE: The following assumes that all sales functions will be centralized. However, Forward Support Teams/Chiefs may decide that based on distance between a Satellite and the Central DRMO, it may be more cost effective to leave a Sales Writing/Tech function at that Satellite to avoid excessive travel/TDY. In these instances, Satellite personnel would continue to perform the functions they had been performing.

For purposes of clarifying a Satellite that is not in the Central's database, the Satellite will be referred to throughout this document as the Z-Satellite.

1. The Central DRMO will be the DRMO "conducting" the sale (i.e., catalog preparation, awarding contracts, cashiering, etc.). Sales Contracting and Writing functions will reside at the Central DRMO.
2. The Central DRMO's sales personnel will need access to the Z-Satellite's DRMO DAISY database so they can establish the IFB and item numbers. If the Central's sales personnel previously had access to the Z-Satellite's HP prior to the consolidation, they should still have access to that database at HQ DRMS. The only difference is instead of telneting to the Z-Satellite's HP, they would telnet to the HQ machine by accessing VT320 and typing in the clear text name of the "A" RIC DRMO in the Host Name box (e.g., Rock-Island). They would then get a screen with the RICs of the databases they have access to. They would then select the RIC of whatever Satellite they need to access. (If access is required and the appropriate personnel do not have it, they still need to submit an AURA through their TASO.)
3. The Central DRMO will establish the site locations for any Z-Satellites in the Local Sale Static Data Table (UDSL0100 – Option 5 on the Local Sales menu) to ensure the catalog reflects the DRMO where the property is actually located.
4. The Central DRMO will establish IFB numbers and assign a permanent block of item numbers to be used by each Satellite. If some of the numbers are not used (i.e., due to lack of property to write up), it should be indicated in the IFB as such (e.g., "Item numbers 182-200 not used"). Do not use the term "Withdrawn".
5. The Z-Satellite(s) are responsible for providing a list of their Local Sale Special Funding Codes, DoDAACs, and associated Reimbursement Codes and Fund Cites to the Central DRMO. The Central DRMO will then eliminate/change any duplicate Funding Codes and verify correct Fund Cites and Reimbursement Codes prior to loading them into the Marketing Menu's Reimbursement Tracking System on their database. This must be done in order to code a reimbursable item correctly when inputting the item description.

6. The Central DRMO will send a sales writer to the Satellites to write sales (unless that function remains at the Satellites). Those Satellites having the same RIC as the Central DRMO will be input into the item description screen with their own RIC suffix. The steps below will be followed for the Z-Satellites:
 - a. The sales writer/tech will write up the property and either access the Central DRMO's database to input the Z-Satellite's items/item descriptions while at the Z-Satellite, or wait until returning to the Central DRMO to input the items. Z-Satellite items will be input using the Central's RIC/Suffix. All reimbursement local sale-funding codes should be entered at this time; however, no percentages will be entered. This will be done after award in order to ensure that the proper sales fee is retained.
 - b. The sales writer/tech must then establish the IFB and item numbers in the Item Data Description screen (udsl1310) of the Local Sales System in the Z-Satellite's database (using the Z-Satellite's RIC/suffix). This must be done in order to get a correct 542 report for the Z-Satellite, as well as the capability to drop the property from their inventory.
 - c. For non-reimbursable items, all that needs to be done in udsl1310 (Establish IFB Item Number screen) is to enter the IFB and item number and hit <F9>. This will then "fill" the Property Type field with the default of "D", the Reimbursable (?) field with "N", Unit of Issue with "LT" and Quantity with "1". (If property was not sold by the lot, that info would have to input of course).
 - d. If property is reimbursable, the Reimbursable field will have to be filled with "Y" before saving. Upon saving, the pop up screen will appear where the Local Sale Special Funding Code(s) must be input. User will answer "NO" to remaining prompts, unless he/she wants to tie DTIDs/Scrap to the item from this screen. The user can do this now, or establish all the items first, then do XS6's through the Marketing menu (or a barcode PIT).
7. The IFB should state that all bids should be sent to the Central DRMO.
8. The dynamic catalog will appear against each DRMO's name on the Web based on XS6 transactions. The Central DRMO will produce, print, and upload the official catalog to the Web (which will also appear against each DRMO in the sale).
9. Upon receipt of bids, the Central DRMO will register all bidders for the sale. (In many cases, this may mean an initial extra effort in order to establish Z-Satellite bidders in the Central DRMO's Bidder Master File database). Initial mailing labels for Z-Satellite sites may be printed at the Central DRMO by accessing the Z-Satellite's database and running only their mailing labels to Access Reports - e.g., specify their RIC suffix in the print request udsl0305. Subsequent Z-Satellite labels may be printed the same way, but as bidders are added to the Central DRMO's database, they should be marked as Inactive in the Z-Satellite's Bidder Maintenance to suppress printing duplicate labels. Awards can still be made to inactive bidders on the Z-Satellite database in order to drop the XS7.
10. The Central DRMO's SCO will make all the awards on the Central's database. The Central's SCO is responsible for ensuring that contracts containing items located at the Satellites are faxed to these Satellites upon signing.
11. At this time, reimbursement percentages will be loaded on all reimbursable items based on calculations using the bid amount. Using the new sales fee structure, if the high bid on usable property is \$135.00 or less (property received at the DRMO) or \$28.00 or less for property received in place, the entire 100% will go against funding code "FE" (GOSFEE). Any other funding code previously loaded for reimbursement purposes should be deleted from UDSL3510, Assign Sales Item Reimbursable Percentage. This will ensure that FTS will not give an error message when producing the cash collection voucher. Fees for Scrap have been changed to \$.04 per pound for scrap received in place, and \$.08 per pound for scrap received at the DRMO. Spreadsheet templates have been provided to all DRMOs, which will quickly calculate these percentages.
12. Using the High Bid Data Sheet, the Central's SCO or designee will then access the Z-Satellite(s) database and register **only those bidders awarded the Z-Satellite items and award those items to the bidders registered**. This is necessary in order to process the XS7s.
13. Sales reports, run at the Central DRMO, will be affected in the following areas:

- a. 1709, Reimbursable Items Listing – All reimbursable items will appear on the Central DRMO's 1709 report because the Z-Satellite(s) Local Sale Special Funding Codes and reimbursable DoDAACs were loaded on the Central's database for coding items as they were cataloged. However, it will not reflect the acquisition value of Z-Satellite items, as this is a computed value pulled off the DTID record.
- b. Reimbursable Items Removed Listing – Reimbursable items at Z-Satellites will not appear on this report as the removal date is pulled from the XS7s/XS0s. *
- c. Items Removed/Not Removed Listings – Neither will be correct, as the Items Removed listing will only show the Central sites' property based on the XS7s. Conversely, the Items Not Removed listing will always be showing the Z-Satellite's items. *
- d. 542, Sale Summary Report – Will be correct except for those areas concerning acquisition value (Z-Satellites will not be included). Therefore, the ROR for the Central DRMO will be inflated. *
- e. Item/Item Sale Price Listings - Will not have acquisition value or removal dates for Z-Satellite items. *

* **NOTE:** Since the items were also entered on the Z-Satellite's database, the above reports should be run on that database as well. This is especially important for the 542 report in order to get the total acquisition value/proceeds for calculation of overall sale Rate of Return. Manually annotate the 542 report for the official sale folder.

14. The IFB should state where payments will be received.

NOTE: Just as the Forward Support Team or Central Chief may opt to retain sales functions at a particular Satellite, they may also opt to leave cashiering functions there as well. In this case, the Central DRMO will indicate in the IFB which sites can accept payments.

15. The cashier will not have to access the Z-Satellite's FTS database to take payment for that DRMO as all the information needed to produce vouchers (including transfer, correction, and refund vouchers) will be resident on the Central's database.

16. The cashier will **NOT** use the "Receive Contract Payment for Unrelated DRMO" option in FTS for the Z-Satellite(s), because items for those sites were cataloged/awarded under the Central DRMO's RIC and suffix. This option will only be used for UNRELATED DRMOs (e.g., DRMO San Antonio takes a payment for DMRO Norfolk).

NOTE: DRMOs no longer "take credit" for, or are evaluated on, the amount of DWCF proceeds they report. Based on the fact that no proceeds goals have been set at the DRMO level since FY98, coupled with fact that CV1/CV2 will be taking the majority of DWCF property, it is only necessary that DWCF proceeds be reported accurately. (See # 19 below).

17. The cashier will fax copies of the paid 1427s to the appropriate Satellites so personnel there will know they can release the property.

18. Upon removal of property, either a Satellite or Central employee will process the XS7/XS0 Sale Shipment in DAISY. 1427/release document will then be faxed back to the Central DRMO where permanent records will reside.

19. The cashier or budget analyst **at the DRMO where the payment was physically taken** will be responsible for reporting any DWCF/GOSFEE proceeds associated with that payment into the DBOF reporting screen. The **exception** to this is when the "Receive Contract Payment for Unrelated DRMO" option is used, whereby the cashier must collect into the suspense account because it is not known where these funds should be deposited. In this case, the owning DRMO will report these proceeds upon receipt of the faxed copy of the collection voucher and generation of the transfer voucher(s) to move the funds from suspense into DWCF or into a reimbursable generator's account.

NOTE: In cases of a DRMO taking payment for an unrelated DRMO, the owning DRMO must input the collection as well into their database in order to do the transfer vouchers. The blotter and deposit ticket would need to be manually corrected in this instance. A fix to the batch process, which will automatically update the owning DRMOs database, is currently being tested. In the interim, another alternative is to do manual transfer vouchers.

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