SINGLE PROCESS INITIATIVE SYSTEM (SPIS)

User's Manual

Defense Logistics Agency
Defense Contract Management Command
Single Process Initiative Team

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FORWARD

The Single Process Initiative (SPI) allows contractors to have existing contracts modified to replace multiple government-unique management and manufacturing systems with common, facility-wide systems. After approval of a contractor's SPI proposal, the ACO executes a Block Change modification that modifies all affected contracts at the facility. DCMC manages and administers this initiative for DoD.

In accordance with DCMC Policy (the One Book, DLAD 5000.4), the Contract Administration Office (CAO), with District coordination, shall manage the Single Process Initiative, implementing all three process steps and reporting progress weekly to DCMC headquarters. The time period to complete the Block Change modification process cycle is 120 days--30 days for proposal development, 60 days for approval, and 30 days for contract modification.

The SPI System (SPIS) database was developed to streamline and standardize the CAO SPI reporting process to District and Headquarters DCMC SPI staff and to provide more timely SPI status reports to the Office of the Secretary of Defense (Acquisition and Technology) and the Service, Component, and Agency Acquisition Executives.

This database is intended to be used in lieu of current field reporting methods such as email and fax, providing that network connectivity is available. If you experience any difficulties in running this application, contact your appropriate District or HQ DCMC representative identified in Chapter Four of this document.

The database has been populated with information that has previously been manually maintained at Headquarters. Each CAO should print the Contractors and Processes reports and verify the completeness and accuracy of all information over which you have cognizance.

In order to ensure consistency, please follow the Chapter Two and Chapter Three data field definitions and formating specifications precisely. Use sentence case data entry format for all text field inputs. Do not use UPPERCASE data entry format unless specifically instructed to do so. HQs and District database administrators have been granted authorization to modify field office data entry formats in order to ensure that database report formats are uniform across all CAOs.

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CHAPTER ONE: GENERAL

SPIS OVERVIEW

SPIS is an Oracle database with a Powerbuilder front end that is intended to capture information about participating SPI contractors and their associated SPI processes. Field and Headquarters users are able to add and edit information in one centralized database in real time. At Headquarters, Microsoft Access is used as a report generator for ad hoc queries and for predefined reports. This manual only applies to the Oracle/Powerbuilder portions of the system.

SYSTEM REQUIREMENTS

- Oracle SQL*NET 2.1 (or higher)
- 80486 processor (or higher)
- Mouse
- 8 MB RAM
- Minimum usable memory is 491KB
- MS DOS 6.0 or higher
- MS Windows 3.1
- For network operations, network software that supports a network basic input/output system (NetBIOS) and a server with a hard disk
- VGA or higher resolution monitor recommended
- 10 MB Hard Drive free space
- Proper printer driver installed in Windows.

DEPLOYMENT NOTE

The following sections provide generic information concerning the steps necessary to begin using SPIS. Some actions may have already been taken by your district to facilitate this effort. Each district has different policies and deployment strategies. Users should coordinate with their local Informations Systems support personnel for assistance.

ORACLE CONFIGURATION SETTINGS

Add an entry to the Oracle SQL*NET TNSNAMES.ORA file to provide connectivity to the database on the Oracle server. The following parameters are specific to this connection:

```
Entry Name = spis
Host = 131.66.1.2
Port = 1601
SID = spis
```

All other parameters in the TNSNAMES.ORA file can be duplicated from another working connection at your location.

SPIS INSTALLATION

The SPIS program files reside on the HQ DLA anonymous FTP server in a subdirectory called “SPIS” (URL ftp://160.147.213.30/SPIS). SPIS10XX.EXE is a self extracting archive file containing the SPIS application (SPIS.EXE) and all necessary Powerbuilder supporting files. SPIS10XX.EXE must be transferred in binary mode to a SPIS working directory (either a workstation hard drive or a LAN shared drive) at your site. After downloading, execute the SPIS10XX.EXE file to extract all files. SPIS10XX.EXE may be deleted after the self extraction is successful.

RUNNING SPIS

SPIS.EXE can be run from the Windows “Run” command or by double clicking on it from File Manager or Explorer. Users can also create their own icon and place it in a group or folder of their choice.

CHAPTER TWO: ADMINISTRATIVE FUNCTIONS

This chapter is primarily for SPIS database administrative users; however, there is useful information in this chapter for all levels of users.

Before SPIS can be used to track contractors and processes, certain administrative information must be entered by the District or HQ DCMC administrative user. The four Administrative Functions are User Management, CAO Management, Process Type Management, and Law/Reg Management.

USER MANAGEMENT

User Management allows the Administrator to Add, Edit, and Delete, SPIS users and Reset Passwords for them. Special user reports can also be previewed and printed.

Add New User

Based on input from this screen, a new user is provided the capability to logon to SPIS and access certain modules depending upon the assigned User Access Level. Entries in fields on this screen are required to save a new SPIS user. If you are adding a new user from a “new” CAO which has not previously reported SPI information, you must first add the CAO under the CAO Management function.

The Standard DLA Logon ID must be unique to each user. The initial password is issued to the new user by the administrative user who adds the new user. The Logon ID and the password are not case sensitive, but cannot begin with a number. The password cannot be the same as the Logon ID or its reverse. The password must be at least six characters with an embedded number and has a maximum lifetime of 180 days.

The available user access levels are described below:

Standard. A **Standard** user can access all SPIS functions on the **SPIS Main Menu** screen with the exception of Administrative Functions, but only for contractors and processes under the cognizance of the user's specified CAO. This is the proper access level for all users who are not at a district or DCMC headquarters. The District/CAO field must be a specific office (not one of the "X-" selections) and the User Access Level must be set to **Standard**.

View Only. A **View Only** user can only access **Reports** (for all CAOs, contractors, and processes) and **Change Password** on the **SPIS Main Menu** screen. Only users at a district or DCMC headquarters should be granted this access level. Set District/CAO to **X-View Only** and the User Access Level to **View Only.**

Administrative. An **Administrative** user can access all SPIS functions on the **SPIS Main Menu** screen for all CAOs, contractors, and processes. Only users at a district or DCMC headquarters should be granted this access level. Set District/CAO to **X-Administrative** and the User Access Level to **Administrative**.

Edit User Information

Edit User Information allows the Administrator to modify user information for the user selected from the **Select a User** popup screen. Entries in all fields are required. They can be modified but not deleted.

Delete User

Delete User deletes the user's logon account.

Reset User Password

Reset User Password allows the Administrator to issue a new password to the user selected from the **Select a User** popup screen. The password is not case sensitive, cannot begin with a number, cannot be the same as the Logon ID or its reverse, must be at least six characters with an embedded number, and has a maximum lifetime of 180 days.

Preview/Print User Information

Preview/Print User Information provides the Administrator with reporting capabilities for information on SPIS users. User reports can be sorted based on the User Name, User Logon ID, or District. The reports can be previewed or printed.

Administrative Functions Menu

Returns user to the **Administrative Functions** menu.

Main Menu

Returns user to the **Main** menu.

CAO MANAGEMENT

CAO Management allows the Administrator to Add, Edit, and Delete CAOs from SPIS.

The Add and Edit functions require a District to be selected from a popup and a unique CAO name to be entered. The DISTRICT is a mandatory field containing only "E", "W", or "I". The Contract Administration Office (CAO) name is a mandatory field up to 60 characters in length and should follow the naming convention of DCMC xxxxxxxxx-xxxxxxxxx.

When a CAO name is modified during an Edit function, the new name is propagated to the Contractors table. A CAO can not be deleted if it has contractors associated with it. Trying to do so will result in a database error message.

PROCESS TYPE MANAGEMENT

Process Type Management allows the Administrator to Add, Edit, and Delete process types from SPIS.

The Add and Edit functions require a unique process type. When a process type is modified during an Edit function, the new name is propagated to the Processes table.

A process type can not be deleted if it has processes associated with it.

LAW/REG MANAGEMENT

LAW/REG Management allows the HQ DCMC SPI Law/Reg POC to Add, Edit, and Delete selected information for those processes that have been identified as requiring changes to laws or regulations.

Standard users in field activities are responsible for entering initial tracking data for a process up through submittal of concept paper package to HQ DCMC for action. This is detailed in Chapter Three, Data Maintenance, Process Data, Law/Reg screen. The HQ DCMC Law/Reg POC is responsible for entering the following Law/Reg tracking data which is read-only to the field activity:

HQ Rcpt: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that HQ received the CP package from CAO.

CP Rvw: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that HQs reviewed the CP package.

Checklist?: Are all checklist items adequate for processing? Enter "Y" or "N". If "N", then identify all discrepancies in the LawReg Status Field.

Date: If the package is incomplete (if LawReg Checklist = N), enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the CP pkg was returned to the CAO.

HQ Legal Rvw: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that HQs requested functional/legal review (via IOM).

Functional Rvw: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the HQs Functional Review was completed.

Additional Rvw: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that additional review/discussions were performed (as required).

Case Req'd?: Is a FAR/DFARS Case required? Enter "Y" or "N".

Date: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the case was prepared (if Case Req'd? = Y). You must enter a date if you entered a "Y" for **Case Req'd?**.

From HQ Date: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the Law and Reg IOM, letter, & fact sheet are completed.

MAIN MENU

Returns user to the **Main** menu.

CHAPTER THREE: OTHER FUNCTIONS

DATA MAINTENANCE

Data maintenance is the responsibility of the CAO SPI POC who has Standard user access. The three data maintenance areas are contractor data, process data, and CAO status and the information should be updated immediately whenever changes occur.

The contractor and process data maintenance functions are Add, Edit, and Delete. Delete is active for Administrative users only. All screens have record navigation, Save, Select, and Cancel buttons at the bottom of each screen. The primary difference between the "Add" and "Edit" screens is that the "Edit" screens are preceded by either the "Select A Contractor" or "Select A Process ID" pop-up selection windows.

Clicking the Save button saves any input you have made for that contractor or process and then opens either the "Select A Contractor" or "Select A Process ID" pop-up selection window. Clicking the "Cancel" button will discard any input you have made for that contractor or process. Clicking the "Select" button allows you to choose another contractor or process within your currently active screen.

Contractor Data

Standard users can **Add** and **Edit** contractor data from these screens. Administrative users can also **Delete** contractors from the database, but only in the event of a gross mistake or a company merger/acquisition/reorganization and only after notifying the HQ DCMC SPI Team Chief. **Delete** only works if there are no processes associated with the contractor.

Contractor data maintenance has three screens: KTR, CTL, and Status.

The KTR screen contains:

KTRID: This is a system generated counter which is unique for each contractor and is displayed only in Edit mode.

KTR Name: This is a mandatory field. Enter the Contractor’s "Corporate and Facility Name, City, ST", i.e., "Lockheed Martin Missiles and Space, Sunnyvale, CA". If the Contractor is not based in the U.S., include their Country as well.

Corporation: This is a mandatory field. Enter the Contractor's Corporate Name. Use the DCMC SPI Homepage “Contractors In Program” or “Top 200 DoD Contractors” reports to determine if the corporation name is currently defined in the SPI database or to determine the best naming convention for new corporations.

ULO: Enter the Contractor's DCMC ULO in dollars.

DoD Sales: Enter the Contractor's Total DoD Sales in dollars.

Top 200: Enter the Contractor's Top 200 DoD Contractor Ranking from DCMC Homepage, if Applicable.

Sub KTRs: Enter the number of Sub-Contractors to this prime contractor who are also participating in the SPI Program.

Info Sharing?: Enter "Y" if the Contractor is participating in the SPI Information Sharing Initiative, otherwise leave blank.

CPs: Enter the total quantity (number) of SPI concept papers (CPs) (up to 3 digits) submitted by the Contractor. Recognize that the number of CPs will be equal to or less than the total number of process changes submitted.

CPs W/D: Enter the total quantity (number) of SPI concept papers (CPs) (up to 3 digits) withdrawn by the Contractor. Recognize that the number of CPs will be equal to or less than the total number of process changes withdrawn.

KTR

POC: Enter the Name of the Contractor SPI POC.

Phone: Enter the Contractor SPI POC's Phone Number/Fax (Extension, if required) in the format of: ###-###-####/-#### (x ####).

Email: Enter the Contractor SPI POC's Email Address.

Address: Enter the Contractor SPI POC's Street Address.

City: Enter the Contractor SPI POC's City.

State: Enter the Contractor SPI POC's State or country code (two characters).

Zip: Enter the Contractor SPI POC's ZipCode in the format of: #####-####.

CAO: This field is read only and is filled from the CAOS table.

POC First: Enter the Military Rank (if applicable) and First Name (up to 25 alphanumeric characters) of the SPI Point of Contact (POC) within the Contract Administration Office (CAO).

POC Last: Enter the Last Name (up to 25 alphanumeric characters) of the SPI Point of Contact (POC) within the Contract Administration Office (CAO).

Phone: Enter the telephone, fax and extension, if required (up to 30 digits) of the Contract Administration Office Point of Contact (CAO POC) in the format of: ###-###-####/-#### (x####).

Email: Enter the CAO POC's Email Address.

The CTL screen contains:

KTR Name: Click the select button to choose a different KTR.

Customers Notified?: Enter "Y" if Customers have been notified, otherwise leave blank.

Date: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that Customers were notified. You must enter a date if you entered a “Y” for **Customers Notified?**.

CTLs Identified?: Enter "Y" if CTLs have been identified, otherwise leave blank.

Date: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that CTLs were identified. You must enter a date if you entered a “Y” for **CTLs Identified?**.

Customers:

AF: Enter "Y" if the USAF is a major customer at this facility, otherwise leave blank.

Army: Enter "Y" if the Army is a major customer at this facility, otherwise leave blank.

Navy: Enter "Y" if the Navy is a major customer at this facility, otherwise leave blank.

NASA: Enter "Y" if NASA is a major customer at this facility, otherwise leave blank.

DLA: Enter "Y" if DLA is a major customer at this facility, otherwise leave blank.

Other: Enter "Y" if there are any other major customers at thisfacility such as USMC, NSA, FBI, …, otherwise leave blank.

Component Team Leaders:

AF: Enter CTL "Rank/Name, Phone".

Army: Enter CTL "Rank/Name, Phone".

Navy: Enter CTL "Rank/Name, Phone".

NASA: Enter CTL "Rank/Name, Phone".

DLA: Enter CTL "Rank/Name, Phone".

Other: Enter CTL "Rank/Name, Phone".

Buying Offices:

AF: Enter all AF Product Centers (Program Offices/DoDAAC); e.g., ASC (F-22/DoDAAC); ESC; SMC (GPS/DoDAAC, DSP/DoDAAC); Phillips Lab; OC-ALC; OO-ALC; SA-ALC; SM-ALC; WR-ALC.

Army: Enter all Army Buying Command (Program Offices/DoDAAC); e.g., ATCOM (Apache/DoDAAC); CECOM; MICOM; STRICOM; TACOM.

Navy: Enter all Navy Buying Office (Program Offices/DoDAAC); e.g., NAVAIR; NAVSEA; NAWC/NSWC; ASO/NICP; SPAWAR; NRL/SSP.

NASA: Enter all NASA Buying Office (Program Offices/DoDAAC); e.g., GSFC; MSFC; JSC; KSC; ISS; ARC; LARC; LERC.

DLA: Enter all DLA Buying Offices (Program Offices/DoDAAC); e.g., DCAA; DESC; DISC; DPSC; DSCC; DSCR.

Other: Enter all other Components, their Buying Offices (Program Offices/DoDAAC), e.g., USMC, NSA, FBI, ….

The Status screen contains:

Current Status: Enter the Status of CAO, Contractor, and/or Management Council SPI activities.

Lessons Learned: Enter the SPI Lessons Learned identified by the CAO or Management Council.

Process Data

Standard users can **Add** and **Edit** Process data from these screens. Administrative users can also **Delete** processes from the database, but only in the event of a gross mistake and only after notifying the HQ DCMC SPI Team Chief.

Process data maintenance has four screens: Process, CBA, Comments, and Law/Reg.

The Process screen contains:

PID: This is a system generated counter which is unique for each process and is displayed only in Edit mode. The PID will be used in communication among CAOs, districts, and HQ DCMC and for data maintenance. Therefore, users should keep a current listing of all PIDs for which you have cognizance.

CPID: Enter CAO's Concept Paper local tracking ID number, if it exists, otherwise leave blank. This field is used in conjunction with the PID to provide better identification when using the “Select a Process ID” selection window.

KTR Name: This is a mandatory field. Pick Contractor's Name, City, ST from pull-down list (fed from Contractor screen).

Mil-Gov Std/Spec: This is a Mandatory field. Enter the current DoD/MIL/Govt-Standard/Specification and a brief description of the process to be replaced.

Proposed Process: This is a Mandatory field. Enter the Proposed Replacement Standard and a brief description of the process.

Process Type: This is a Mandatory field. Select the Type of Process Change for this SPI Process (see the SPI Home Page Database Outputs section to determine which process type category the proposed change applies to).

Law/Reg Change Reqd?: Enter "Y" if a Statutory or Regulatory Change is required, otherwise leave blank.

Tech/Bus?: Enter "T" for Technical or "B" for Business related process changes.

Sub Date: This is a Mandatory field. Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the Concept Paper/Process was received by the local DCMC office. Once this date is entered, it cannot be modified at the CAO level. **This date starts the 120-day clock!**

ACO Accept?: Enter "Y" if the ACO Accepted or "N" if the ACO Rejected the CP/Process for SPI Processing. Leave blank until the ACO has made a CP processing acceptability decision. Only enter a “Y” if the contractor has submitted a concept paper and proposal that meets all criteria and is ready for Management Council/Tech Review. If you enter an “N”, provide rationale in the **Comments** field.

Date: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the CP/Process was found Acceptable or Unacceptable for processing by the ACO. You must enter a date if you entered a “Y” or “N” for **ACO Accept? This date marks the completion of the SPI Proposal Development (0-30 day) phase.**

MC/Tech Accept?: Enter "Y" or "N" if Management Council/Customers agree or do not agree to technical feasibility. Leave blank until MC has made a CP technical feasibility decision. If you enter an “N”, provide rationale in the **Comments** field.

Date: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the CP/Process was found Technically Acceptable or not. You must enter a date if you entered a “Y” or “N” for **MC/Tech Accept? This date marks the completion of the SPI Approval (31-90 day) phase.**

Modified?: Enter "Y" if the process has been Modified, otherwise leave blank.

Date: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, of modification. You must enter a date if you entered a “Y” for **Modified? This date marks the completion of the SPI Concept Paper Modification (120-day) process.**

Objectors:

AF: Enter "Y" if AF Objects, otherwise leave blank. If you enter a “Y”, provide objection rationale in the **Comments** field.

Army: Enter "Y" if Army Objects, otherwise leave blank. If you enter a “Y”, provide objection rationale in the **Comments** field.

Navy: Enter "Y" if Navy Objects, otherwise leave blank. If you enter a “Y”, provide objection rationale in the **Comments** field.

NASA: Enter "Y" if NASA Objects, otherwise leave blank. If you enter a “Y”, provide objection rationale in the **Comments** field.

DLA: Enter "Y" if DLA Objects, otherwise leave blank. If you enter a “Y”, provide objection rationale in the **Comments** field.

DCMC: Enter "Y" if DCMC Objects, otherwise leave blank. If you enter a “Y”, provide objection rationale in the **Comments** field.

Other: Enter "Y" if any other CTL Objects, otherwise leave blank. If you enter a “Y”, provide objection rationale in the **Comments** field.

Escalated?: Enter "Y" if the issue has been escalated to SAE, CAE, or HQ, otherwise, leave blank. If you enter a “Y”, provide rationale and status in the **Comments** field.

Withdrawn?: Enter "Y" if the Concept Paper has been Withdrawn, otherwise leave blank. If you enter a “Y”, provide rationale and status in the **Comments** field .

Date: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the process was withdrawn. You must enter a date if you entered a “Y” for **Withdrawn?**

KTR's Process Description: Enter Contractor's "Press Release" Description for Web Posting. Only disclose exact descriptions provided to you by contractors participating in the SPI InfoSharing Program.

The CBA screen contains Competition Sensitive (For Official Use Only) information:

Consideration?: Enter "Y" if Consideration is appropriate, otherwise leave blank.

Proposal?: Enter "Y" if a proposal is required, otherwise leave blank.

Date: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the proposal was received. You must enter a date if you entered a “Y” for **Proposal?**

Negotiated?: Enter "Y" if negotiations are complete, otherwise leave blank.

Date: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that negotiations were completed. You must enter a date if you entered a “Y” for **Negotiated?**

Contract Value Affected: Enter the Contract Award Dollar Value Of All Contracts Affected by this Process Change.

Negotiated Savings: Enter the Negotiated Net Savings in dollars. You must enter savings if you entered a “Y” for **Negotiated?**.

KTR

Implementation Costs: Enter Contractor's Estimated Cost to Implement this Process Change in dollars. Leave blank if not provided. Enter $0 if the contractor estimates that there will be no implementation costs.

Immediate Savings: Enter Contractor's Estimated Gross Cost Savings on Existing Contracts in dollars. Leave blank if not provided. Enter $0 if the contractor estimates that there will be no savings.

Annual Cost Avoidance: Enter Contractor's Estimated Annual Cost Avoidance on Future Contracts in dollars. Leave blank if not provided. Enter $0 if the contractor estimates that there will be no cost avoidances.

Cost Avoidance Years: Enter the Number of Years (up to 5) that the Annual Cost Avoidance is projected for/has been negotiated. Leave blank if not provided. Use DCAA estimate if available.

DCAA

Implementation Costs: Enter DCAA's Estimated Implementation Cost in dollars. Leave blank if not provided. Enter $0 if DCAA estimates that there will be no implementation costs.

Immediate Savings: Enter DCAA's Estimated Savings to Existing Contracts in dollars. Leave blank if not provided. Enter $0 if DCAA estimates that there will be no savings.

Annual Cost Avoidance: Enter DCAA's Estimated Annual Cost Avoidance to Future Contracts in dollars. Leave blank if not provided. Enter $0 if DCAA estimates that there will be no cost avoidances.

Region: Enter the DCAA Region.

Rpt Date: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that DCAA issued the CBA report.

KTR vs DCAA Rationale: Enter the Rationale for any Differences between DCAA and Contractor Estimates.

The Comments screen contains:

Overage Rationale: Enter reason why process has/will exceed 120-day processing goal. Your rationale should provide Root Cause, Corrective Action, Get Well Date, and Estimated Mod Date.

Comments: Enter any comments related to this process.

The Law/Reg screen contains:

Location: Enter the location of Law/Reg concept paper/process, "HQ" or "Local". This field is case sensitive.

To HQ Date: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the Law and Reg Issue/Process was sent to DCMC.

Citation?: Enter "Y" if the Law/Reg package includes Specific Regulatory Citation requiring change, otherwise leave blank.

Discussion?: Enter "Y" if the Law/Reg package includes requirements origin discussion (Statute, Executive Order, or other agency directive), otherwise leave blank.

Improvement?: Enter "Y" if the Law/Reg package includes a statement of what problem or situation will be avoided, corrected, or improved, otherwise leave blank.

Impact?: Enter "Y" if the Law/Reg package includes a statement as to whether the change will result in a significant impact, otherwise leave blank.

Language?: Enter "Y" if the Law/Reg package includes suggested change language, otherwise leave blank.

Local Legal Rvw?: Enter "Y" if the Law/Reg package includes the Local Legal Review, otherwise leave blank.

CBA?: Enter "Y" if the Law/Reg package includes a Cost/Benefit Analysis (including cost, schedule, performance benefit to Government), otherwise leave blank.

Status: Enter the Law/Reg Process Status

Note: Remaining Law/Reg info can only be entered by the HQ DCMC SPI Law/Reg POC. See the Law/Reg Management section of this document.

CAO Status

Each CAO SPI POC is responsible for updating the CAO Status at least weekly by the close of business on Friday. This field initially defaults to the following template and is the minimum information that is required:

> “## New Contractor(s) with KTRID(s) of ####. KTRID #### has ## New CP(s) with PID(s) of ####, ## New Mods with PID(s) of ####, ## New W/D(s) with PID(s) of ####, and ## Overage CP(s) with PID(s) of ####.”

Where:
KTRID = Contractor ID number (see Contractors Data section).
PID = Process ID number (see Processes Data section).
CP = Concept Paper
Mod = Modification
W/D = Withdrawn

You must also enter other items of interest such as CAO SPI marketing/outreach efforts/results and efforts to engage non-participating contractors, etc. Information on new Engineering, Test, & Logistics innovations that have high potential for generating cost, schedule, and performance benefits must also be included.

Main Menu

Returns user to the **Main** menu.

REPORTS

All user access levels can generate any report. Administrative and View Only users can report on all information in the database. Standard users can only report on information related to their CAO.

Contractors

This report shows all available information concerning the contractors involved in SPI. The user can select all of DCMC, one district, one CAO, or one specific contractor.

Processes

This report shows all available information concerning the processes involved in SPI. The user can enter a date range for when the process information was last revised and select all of DCMC, one district, one CAO, one contractor, or one specific process.

Process Update Status

This report shows the status of when process information was last revised. The user can select all of DCMC, one district, or one specific CAO.

CAO Update Status

This report shows the status of when CAO SPI status information was last revised. The user can select all of DCMC, one district, or one specific CAO.

Main Menu

Returns user to the **Main** menu.

CHANGE PASSWORD

The **Change Password** function is used for changing your password. Click on the **Change Password** button in the **SPIS Main Menu** screen and follow the instructions on the screen.

Your password is not case sensitive, cannot begin with a number, cannot be the same as the Logon ID or its reverse, must be at least six characters with an embedded number, must change in at least three positions from the old password, and has a maximum lifetime of 180 days.

Select **Menu** to return to the main menu.

EXIT

This terminates the SPIS application.

CHAPTER FOUR: MISCELLANEOUS

PRODUCT SUPPORT

SPIS product support should first be sought from local functional Points of Contact (POCs) and/or Information Systems (IS) support personnel. Additional assistance may be obtained from the following District POCs:

	Functional Issues	**IS Issues**
DCMDE	Edmund Clavette 617-753-4224	Marvin Menovich 617-753-4465
DCMDI	Minerva Blanco 703-767-2756	MSgt James Woodard 703-767-6366
DCMDW	Ray Cervantes 310-335-4294	Karen Schultheis 310-335-4165

At Headquarters DLA, the following individuals are available for support:

Policy and Functional Requirements:

Steve Latsis
Contract Management and Policy Team
Attn: HQ DCMC/AQOC SPI Team
703-767-2416
steven_latsis@hq.dla.mil

Program Management:

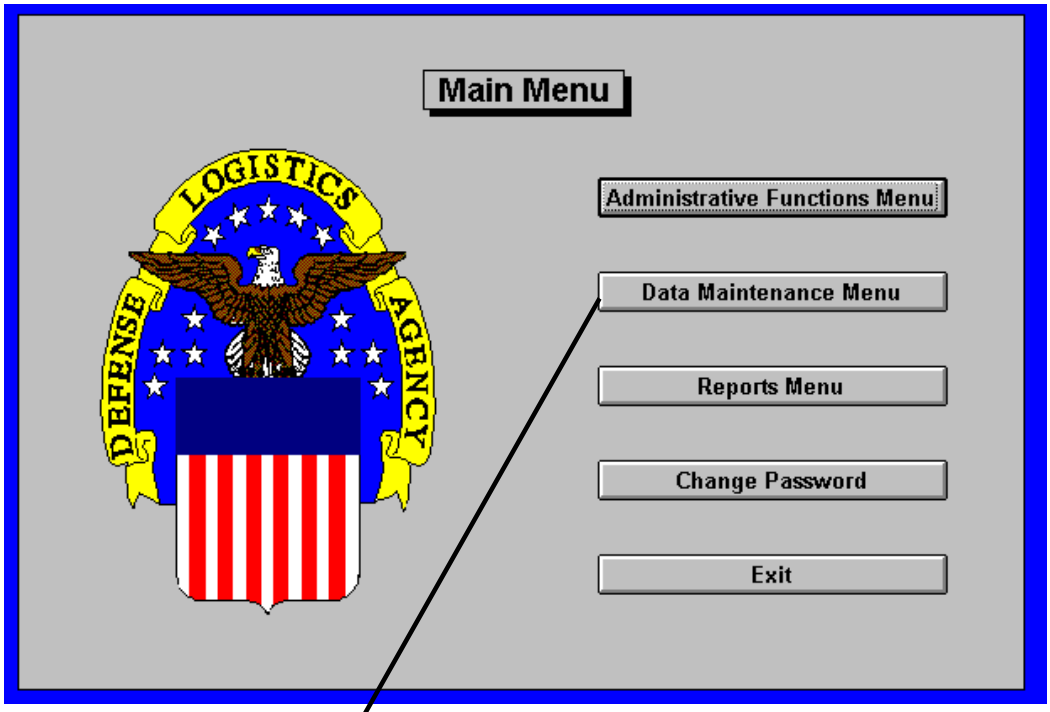
Dennis Skoneczka
Projects and Contract Administration Team
Attn: AQAC
703-767-6327
dennis_skoneczka@hq.dla.mil

Technical Support:

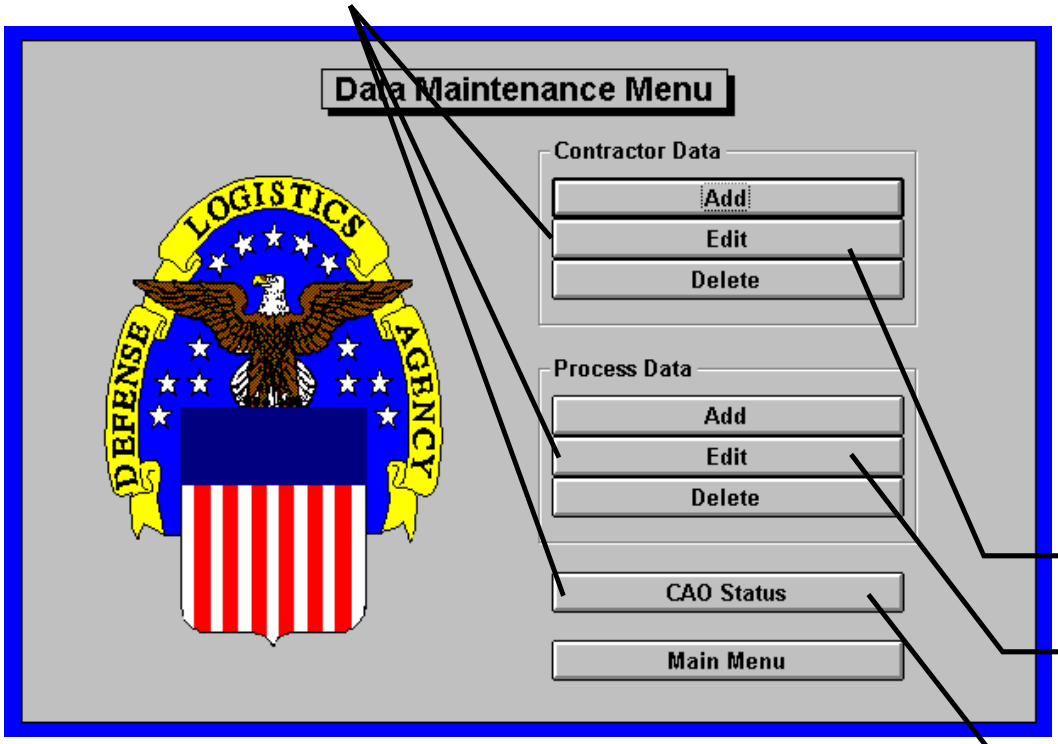
Kim Johnson
DLA Administrative Support Center (DASC)
Attn: DASC-I
703-767-2011
kimberly_johnson@hq.dla.mil

Defense Contract Management Command

DCMC
Single Process Initiative Database System
Training, Tips, & Tricks



The Standard user in SPIS has access to all menu options except the Administrative Functions Menu. By selecting the Data Maintenance Menu, the user may add and/or edit contractor or process information and CAO Status.



Standard users may add or edit information. They may not delete records. If a deletion is necessary, they must contact an SPIS Administrator.

For DCMDE, it's Ed Clavette or Chuck Hurley.

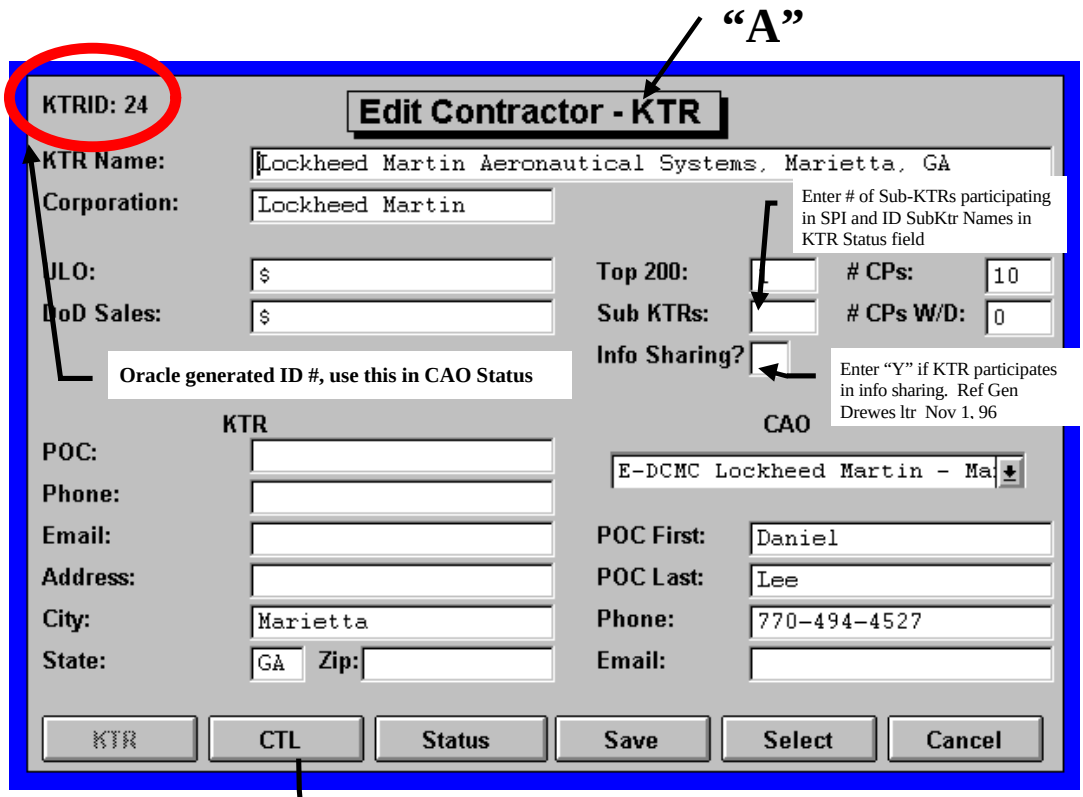
For DCMDW, it's Ray Cervantes.

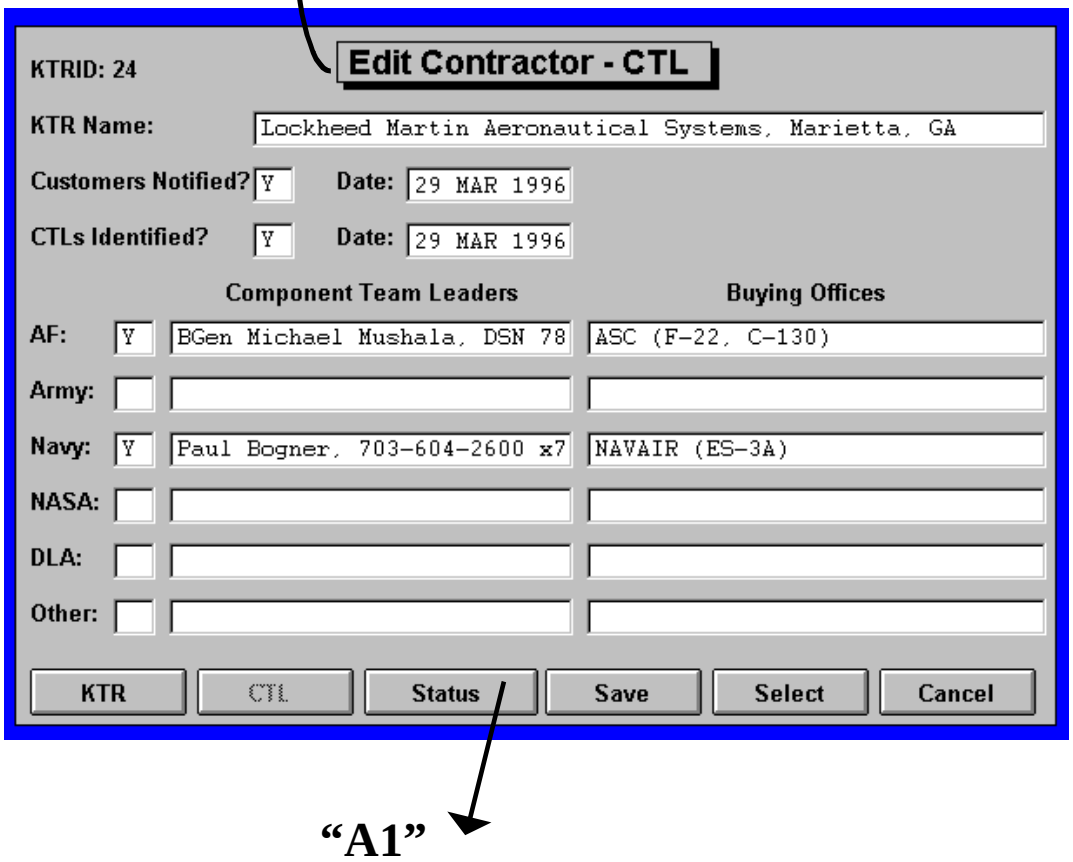
For DCMDI, it's Scott Clemons.

"A"

"B"

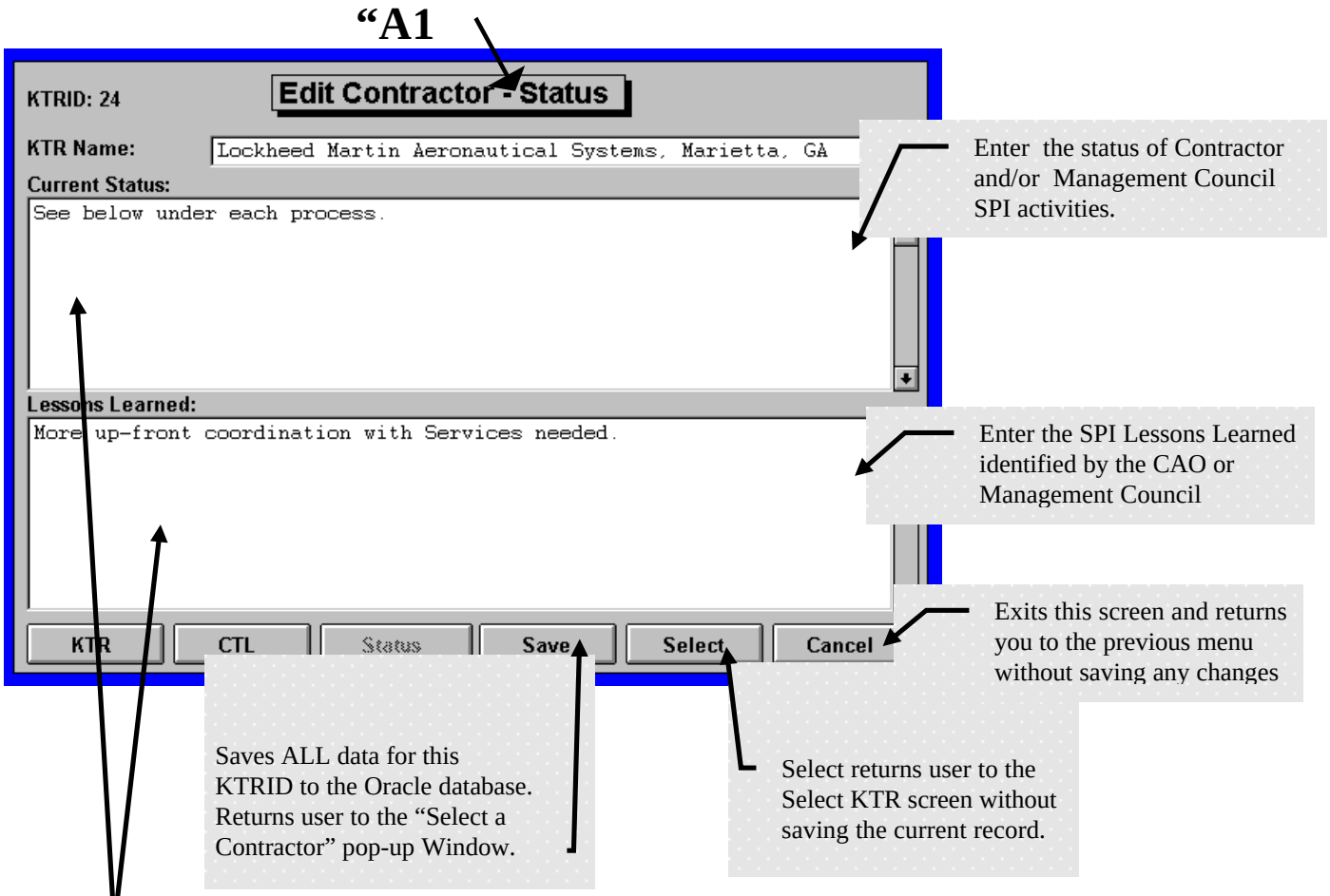
"C





(Refer to manual page 9)
This screen is background data for all processes listed in the database. Information about ULO and DoD sales should come from public access sources, ie: annual reports etc.
The Top 200 information is obtained from the DCMC Homepage, SPI, Database extracts. It's in an Excel Spreadsheet.
The total number of CPs (concept papers) and W/D, (Withdrawn/Disapprovals) is a manual entry which the user needs to update.
Note the buttons on the bottom, CTL and Status should be updated before saving. Once you press save, you're returned to the previous menu.

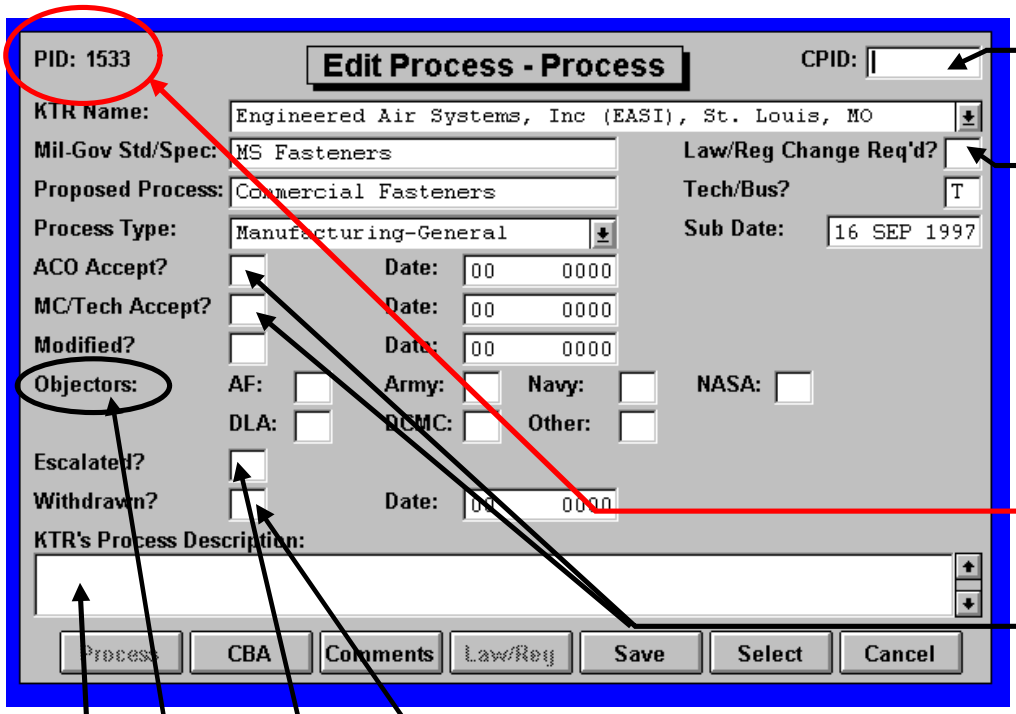
(refer to manual page 10)
This data should be entered and edited as necessary. Usually when a new contractor is added, this information is not available. The user may return to this screen at a later date to enter or update this information.



NOTE: These fields are UNLIMITED Text Boxes that can hold more text than can be displayed in the field. The scroll bars on the side permit viewing of the entire text. The entire text will also be visible in reports generated.

HINT: Use the [Ctrl]+[Enter] keys to insert paragraph breaks within a text field.
Use the [Ctrl]+[Tab] keys to insert Tabs within a text field.
Use [Ctrl]+C to Copy highlighted text from a field or another Windows Application, e.g., MS Word
Use [Ctrl]+V to Paste text from the clipboard to a comment field.
Use [Alt]+[Tab] to jump between SPIS and another Windows Application, e.g., MS Word

Example **"B"** From the Main Menu to Editing Process Information: **(ref manual page 12)**



Enter Concept Paper Tracking Number, e.g., **EASI-9701**

Enter "Y" if Statutory or Regulation change is required. Note Law/Reg button becomes active when "Y" is entered. You MUST Go To the Law/Reg screen to enter "Location" and any additional information. NOTE: This is not the same as and escalated issue.

Oracle generated ID#, use in CAO Status

If N, you must provide rational in the "Comments" field

Enter Y if Withdrawn. Must provide detailed rational in "Comments" Field

Enter Y if issue escalated to SAE, CAE or HQ. Enter Rational and Status in "Comments" field
NOTE: This is not for use in identifying a Law/Reg

Objectors: Enter a "Y" in the appropriate box for those Components objecting to the proposal. You must provide objection rational in the "Comments" field of this record. (ref: manual pg 14)

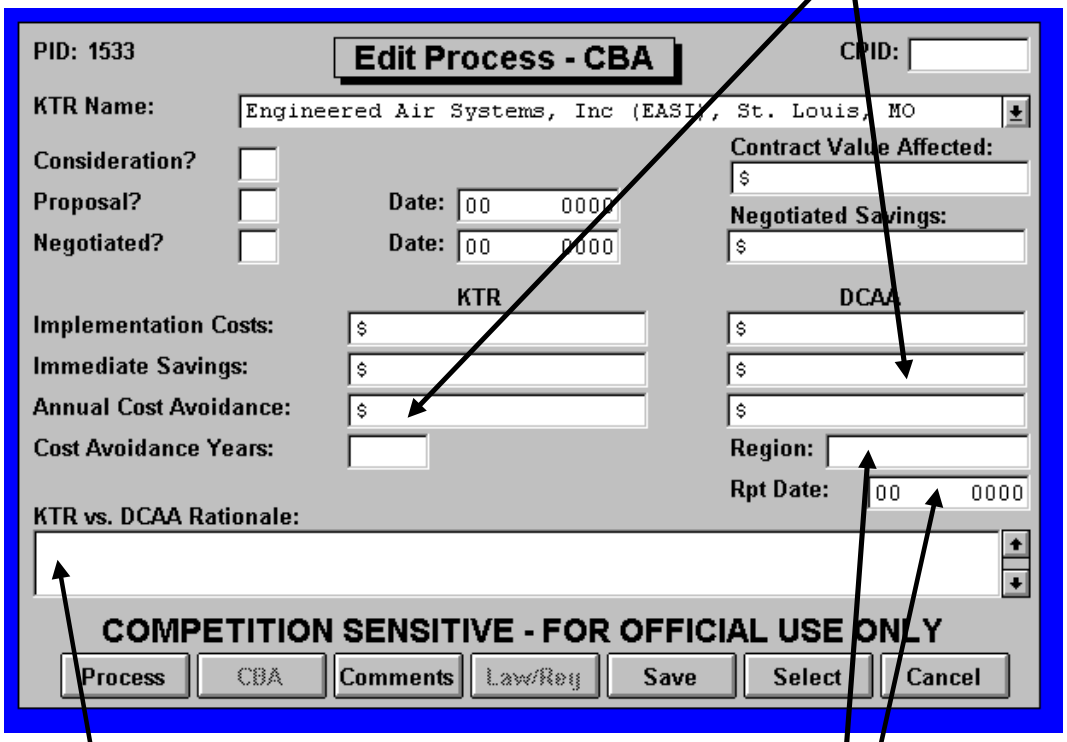
Enter Contractor's "Press Release" description for Web Posting. Only disclose exact descriptions provided to you by contractors participating in the SPI Information Sharing Program.

NOTE: These fields are UNLIMITED Text Boxes that can hold more text than can be displayed in the field. The scroll bars on the side permit viewing of the entire text. The entire text will also be visible in reports generated.

HINT: Use the [Ctrl]+[Enter] keys to insert paragraph breaks within a text field.
Use the [Ctrl]+[Tab] keys to insert Tabs within a text field.
Use [Ctrl]+C to Copy highlighted text from a field or another Windows Application, e.g., MS Word
Use [Ctrl]+V to Paste text from the clipboard to a comment field.
Use [Alt]+[Tab] to jump between SPIS and another Windows Application, e.g., MS Word

The next screen in the Edit Process set is the CBA *(Cost Benefit Analysis)* screen. The CBA screen contains **Competition Sensitive (for Official Use Only)** information (refer to the Manual page 15-16 for field descriptions)

If KTR and/or DCAA Implementation Costs, Immediate Savings, and/or Annual Cost Avoidance are $0, enter $0. If not known, leave blank. When available, be sure to enter **both** the DCAA Annual Cost Avoidance and **DCAA's** estimated number of Cost Avoidance Years, 1-5.

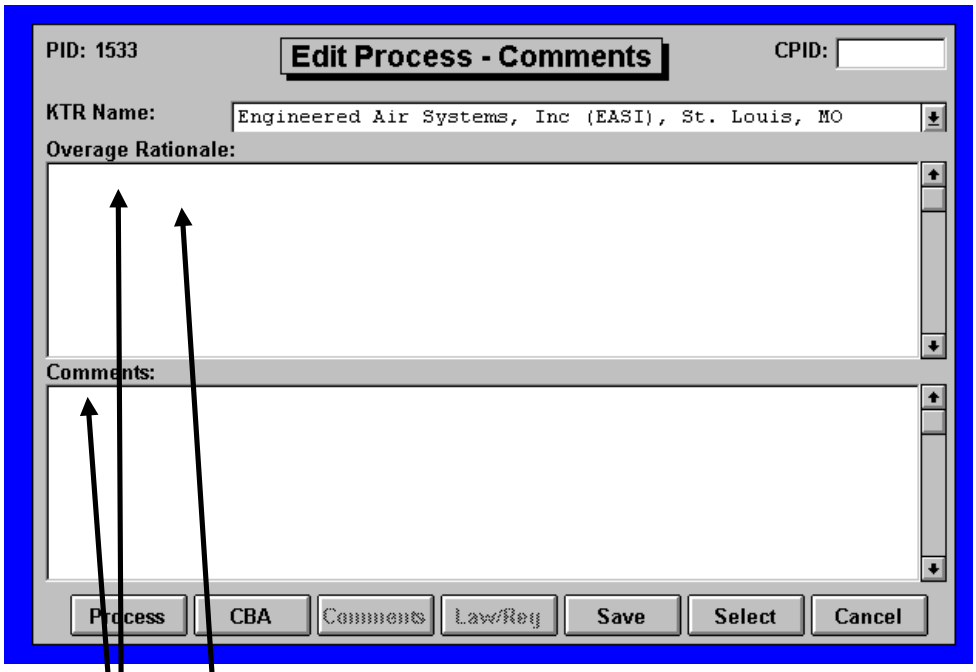


Enter the rational for any differences between the Contractor's and DCAA Cost/Benefit Analysis estimates.

Enter DCAA Auditor region and report date.

The third screen in the Edit Process set is the **Comments** screen.

The Comments screen is intended to document noteworthy changes in status and information pertaining to "overage" processes, *(those that have exceeded the 120 day processing goal)* and any other information pertaining to the specific process such as CTL comments/feedback, tracking SPI milestones, etc.
(ref: Manual page 16)



Overage Rational: Enter concise details why the process will/has exceeded the 120 day processing goal, using this format:

date comment entered/updated: i.e., 9/25/1997
Root Cause: who's/what's causing the delay?
Corrective Action: what's being done to resolve the delay
Get Well Date: when is this issue expected to be resolved?
Estimated Mod Date: when will the mod/MOA be signed?

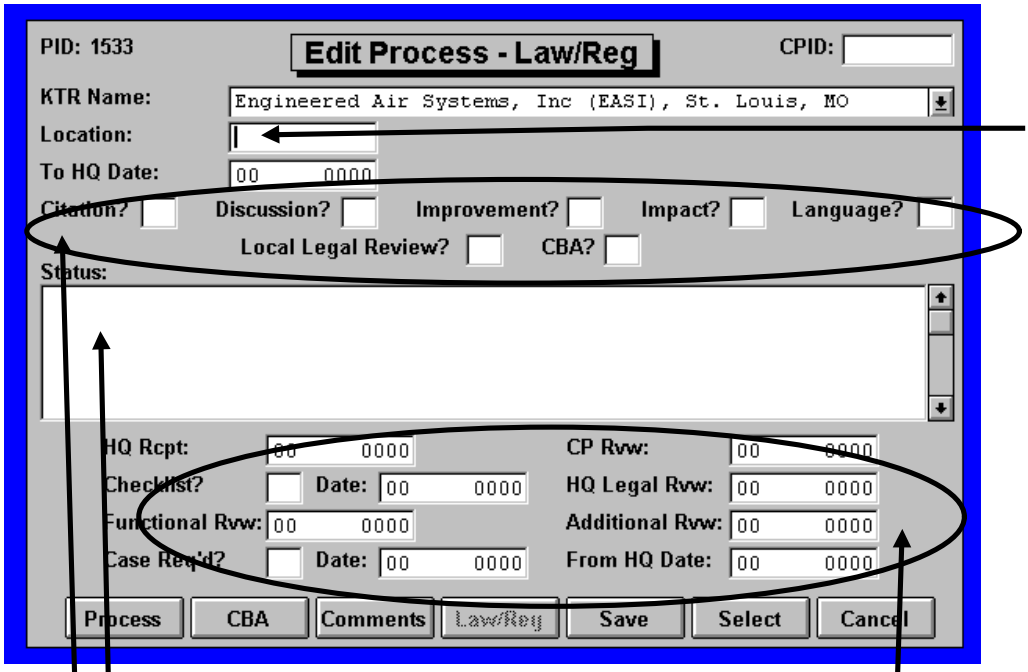
Recommend that additional updates be inserted above the existing comments. Do not delete previous entries.

NOTE: These fields are Text Boxes, which can hold more text than can be displayed in the field. The scroll bars on the side permit viewing of the entire text. The entire text will also be visible in reports generated.

HINT: Use the [Ctrl]+[Enter] keys to insert paragraph breaks within a text field.
Use the [Ctrl]+[Tab] keys to insert Tabs within a text field.
Use [Ctrl]+C to Copy highlighted text from a field or another Windows Application, e.g., MS Word
Use [Ctrl]+V to Paste text from the clipboard to a comment field.
Use [Alt]+[Tab] to jump between SPIS and another Windows Application, e.g., MS Word

The fourth screen in the Edit Process set is the **Law/Reg** screen.

This screen becomes active when a Y is entered in the Law/Reg Change Req'd field of the Processes screen. Users are responsible for entering initial tracking data for a process up through submittal of the concept paper package to HQ DCMC for action **(ref: Manual page 16-17)**



When the Law/Reg Change Req'd field contains a "Y', the locations must be entered here. You may enter only one of two locations:

Local = Management Council is working the proposal to prepare a sufficient case package IAW DFAR 201.201-1(d)(i) and AQO letter April 19, 1996, subject: Single Process Initiative, Statutory Changes or Regulatory Deviations.

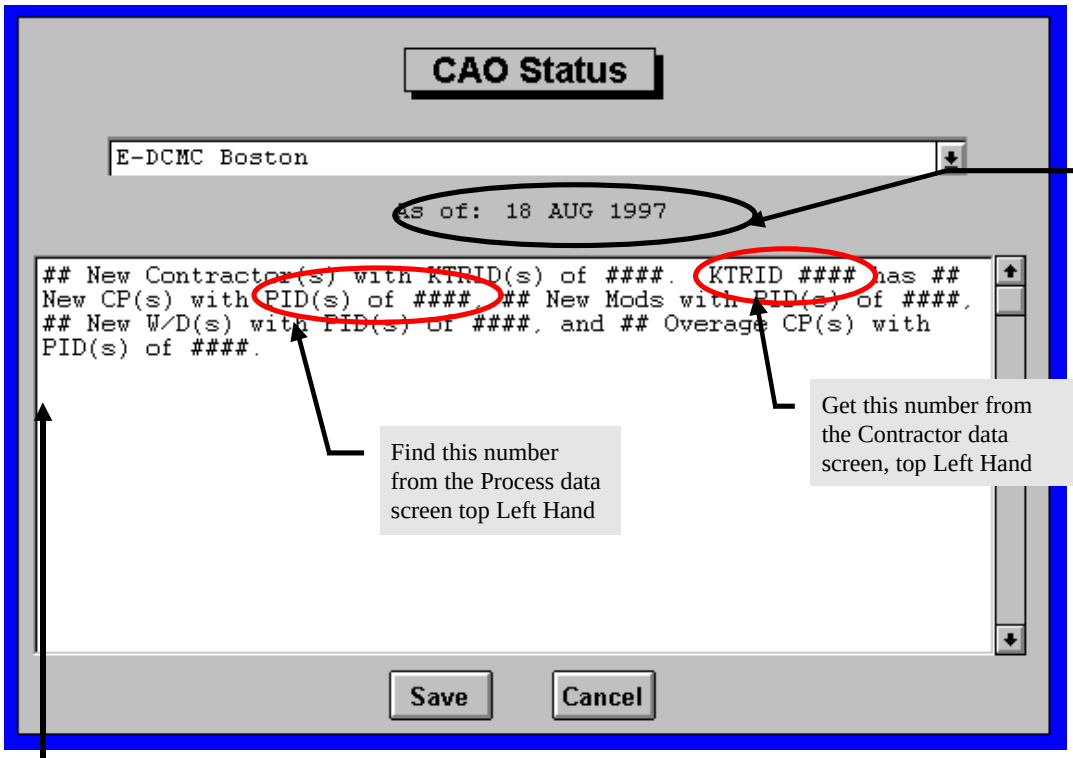
HQ = change request is completed and is sent to HQ DCMC Block Change Management Team. Enter date sent in adjacent date field.

Status: a text field available to both the user and HQ to record proposal status

Enter Y for each item that the Law/Reg package includes, otherwise leave blank.

These fields can only be changed by the HQ DCMC SPI Law/Reg POC. These are Read-Only to the user. (ref: Manual

Example **"C":** The last item on the Data Maintenance Menu is **CAO Status**



As of: is an Oracle system generated date that changes when this screen is saved.

Get this number from the Contractor data screen, top Left Hand

Find this number from the Process data screen top Left Hand

This field is a Text Box, for the "Weekly" change in status for the CAO. It should contain the following information as a minimum (Geographic CAOs with several tertiary CAOs can use a sectional/roll-up approach such as):

DCMC Van Nuys, as Of: dd mmm yy:
New Contractor(s) with KTRIDs of
KTRID ### has ## new CP(s) with PIDs of ####,
New Mods with PID(s) of ####,
New W/D(s) with PID(s) of ####,
and ## Overage CP(s) with PID(s) of ####.

Resident CAOs may omit these lines. This entire section would be total counts/IDs for entire CAO.

This should be repeated for Each new KTRID

DCMC Van Nuys **TRW**, as Of: dd mmm yy:
New Contractor(s) with KTRIDs of
KTRID ### has ## new CP(s) with PIDs of ####,
New Mods with PID(s) of ####,
New W/D(s) with PID(s) of ####,
and ## Overage CP(s) with PID(s) of ####.

Tertiary CAOs can each have their own section with their individual counts/IDs below the GEO CAO"roll-up.

DCMC Van Nuys **Goleta**, as Of: dd mmm yy:
New Contractor(s) with KTRIDs of
KTRID ### has ## new CP(s) with PIDs of ####,
New Mods with PID(s) of ####,
New W/D(s) with PID(s) of ####,
and ## Overage CP(s) with PID(s) of ####.

…

Use this field to respond to HQ and District SPI data calls (e.g., MMR and Executive Council requirements), Mgmt Council activities, KTR Innovations, etc. Specific details of interest should be recorded in ktr STATUS or processes COMMENTS.

HINT: Use the [Ctrl]+[Enter] keys to insert paragraph breaks within a text field.
Use the [Ctrl]+[Tab] keys to insert Tabs within a text field.
Use [Ctrl]+C to Copy highlighted text from a field or another Windows Application, e.g., MS Word
Use [Ctrl]+V to Paste text from the clipboard to a comment field.
Use [Alt]+[Tab] to jump between SPIS and another Windows Application, e.g., MS Word

For DCMC-wide reporting capabilities, download/FTP the MS Access SPI Reporter:

Create Directory: C:\SPI\Database\
160.147.213.30 *is the DCMC File Server IP address*
User Name = **anonymous**.
Password = **anonymous**.
Change remote directory to **"spi"**
Set defaults to **"Binary"**
Download **BLOCKCHG.EXE** to C:\SPI\Database\
Go to File Manager or Explorer and double-click on **BLOCKCHG.EXE**
Contact your District or HQ DCMC SPI Functional Representative for the password.

1. **Ensure that the following initial configuration setup has been done to import SPIS Tables into the MS Access SPI Reporter:**

   Locate and double-click on your WINDOWS\ODBC.INI file. Make sure the following info is in it:

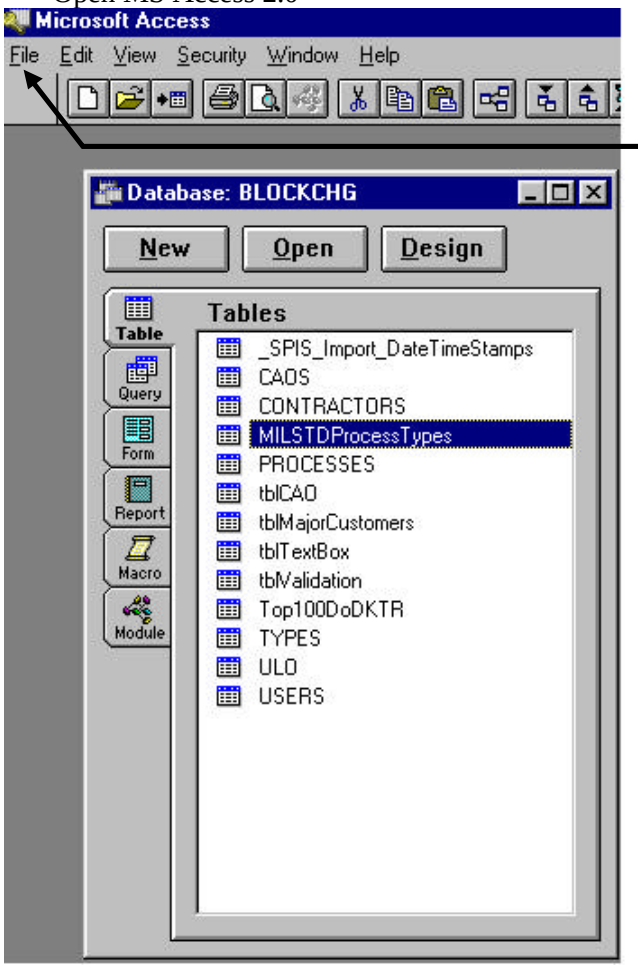
   [ODBC Data Sources]
   SPIS=Oracle71

   [SPIS]
   Driver=X:\NETWIN31\SQORA71.DLL
   Server=TNS:SPIS

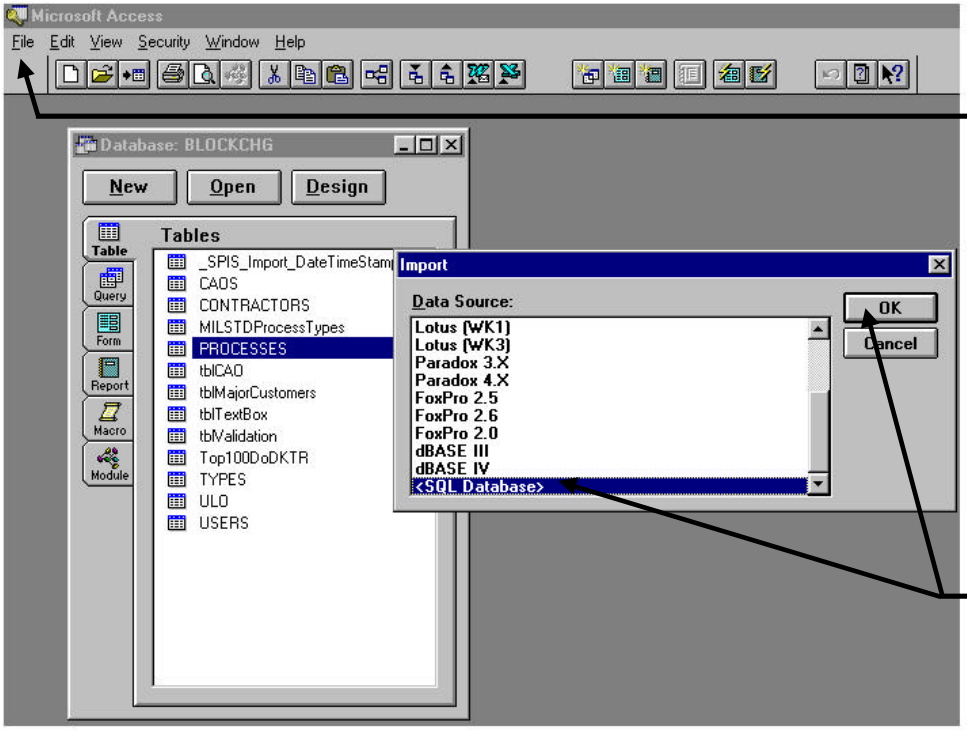
   (Note: "**X:\NETWIN31**\" is your local Drive/LAN Path to "**SQORA71.DLL**"

2. **Open the SPI Reporting system:**

   Open MS Access 2.0

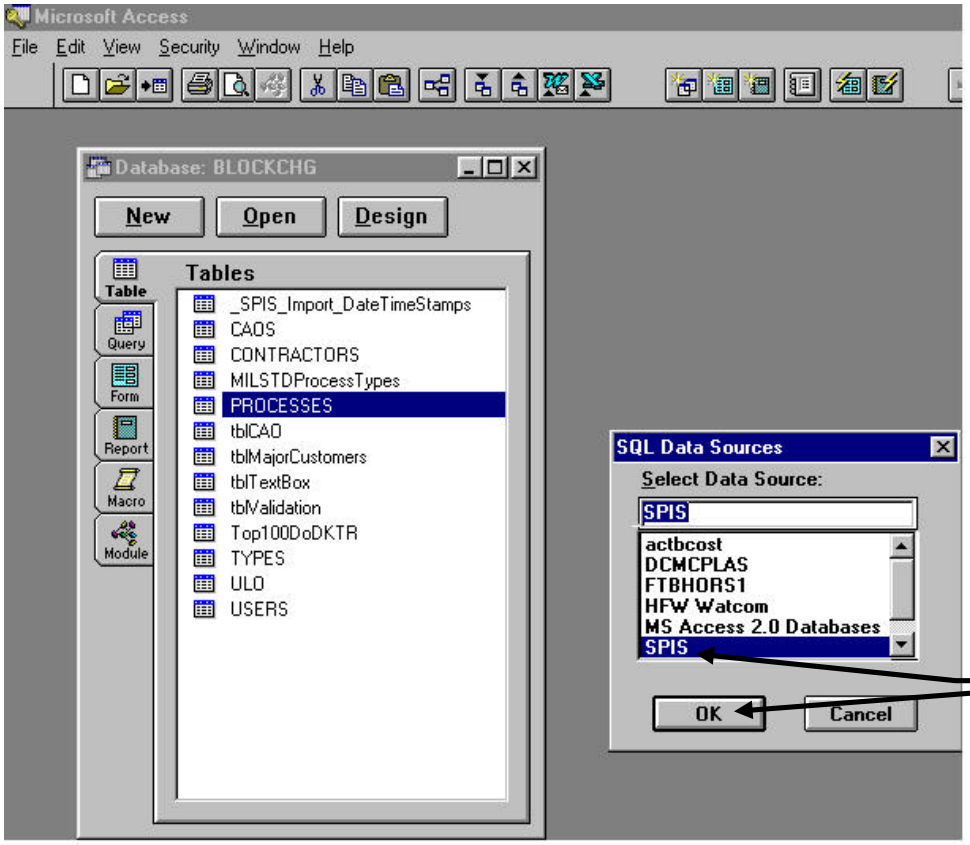


Go to File, Open Database…, Select BLOCKCHG.MDB while holding the [Shift] key

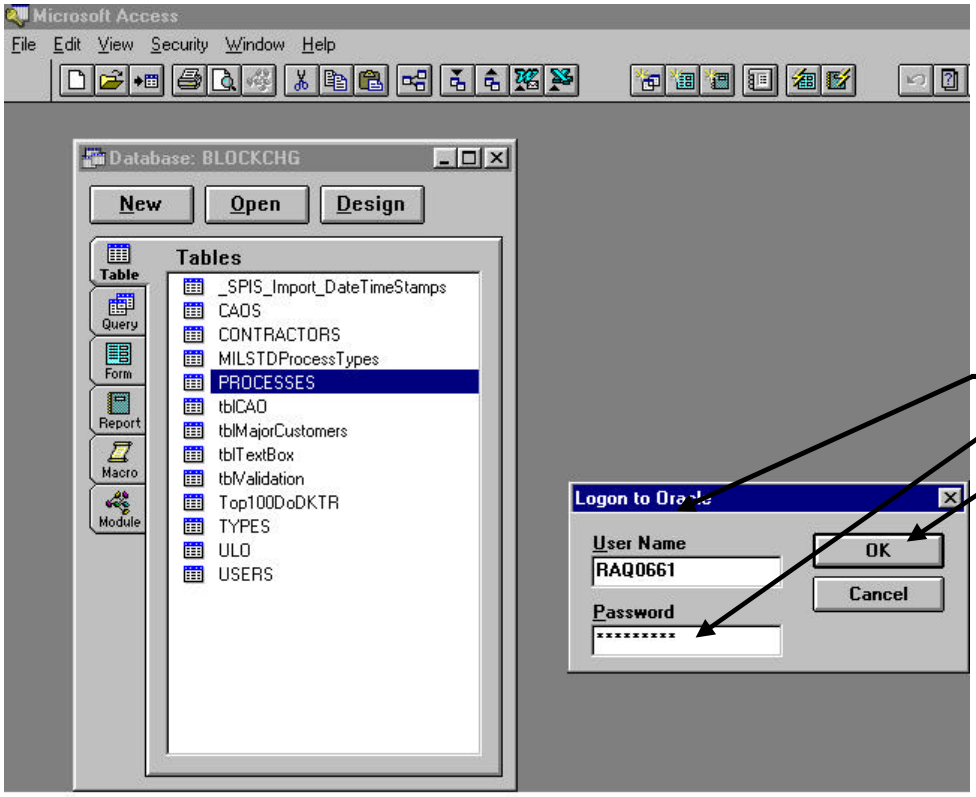


Select File, Import…

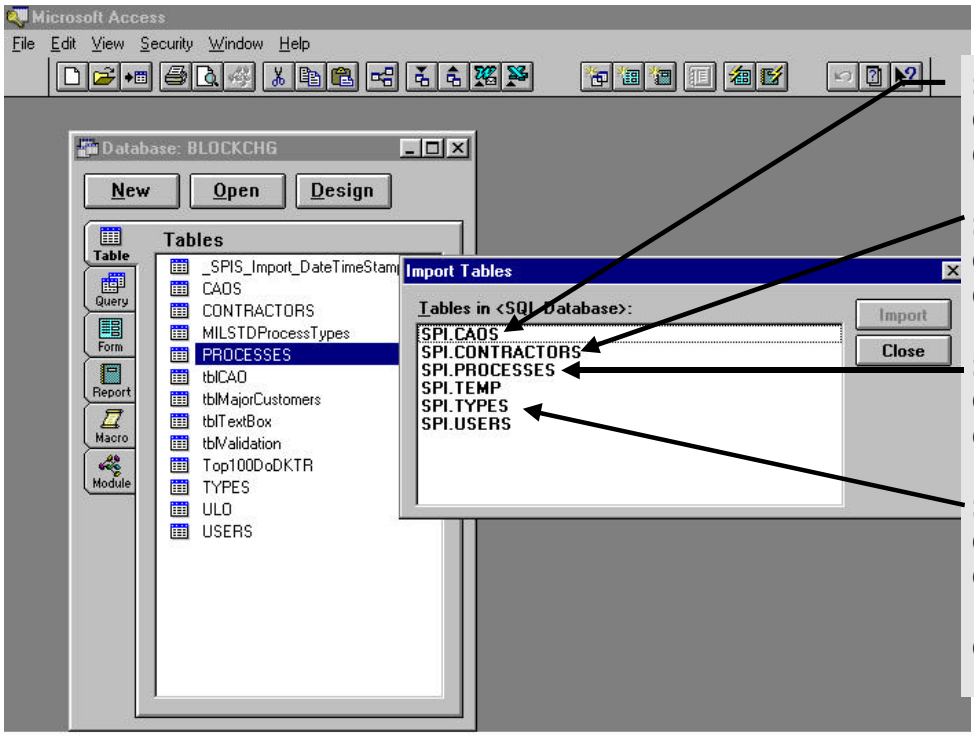
<SQL Database>
Click [OK]



Select “SPIS”
Click [OK]



Enter SPIS Username and Password
Click [OK]



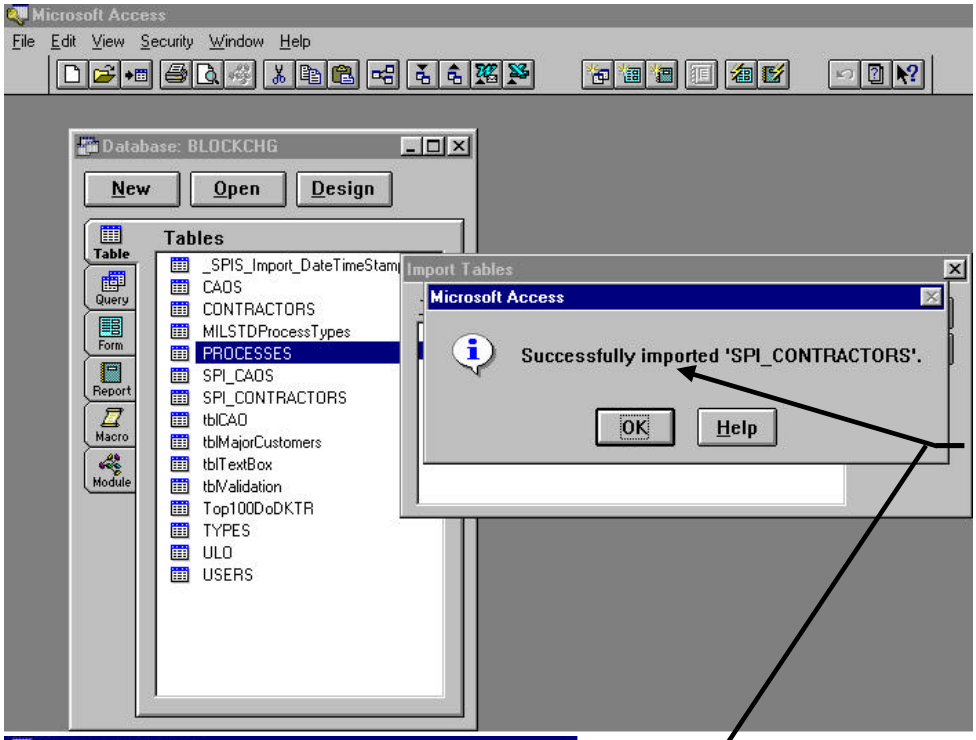
Select “SPIS.CAOS”
Click [Import]
Click [OK]

Select “SPIS.CONTRACTORS”
Click [Import]
Click [OK]

Select “SPIS.PROCESSES”
Click [Import]
Click [OK]

Select “SPIS.TYPES”
Click [Import]
Click [OK]

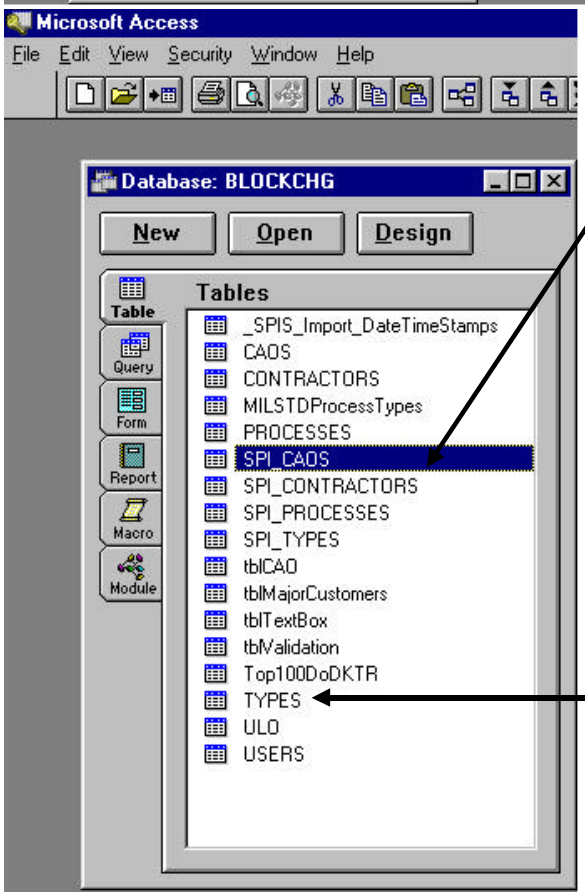
Click [Close]



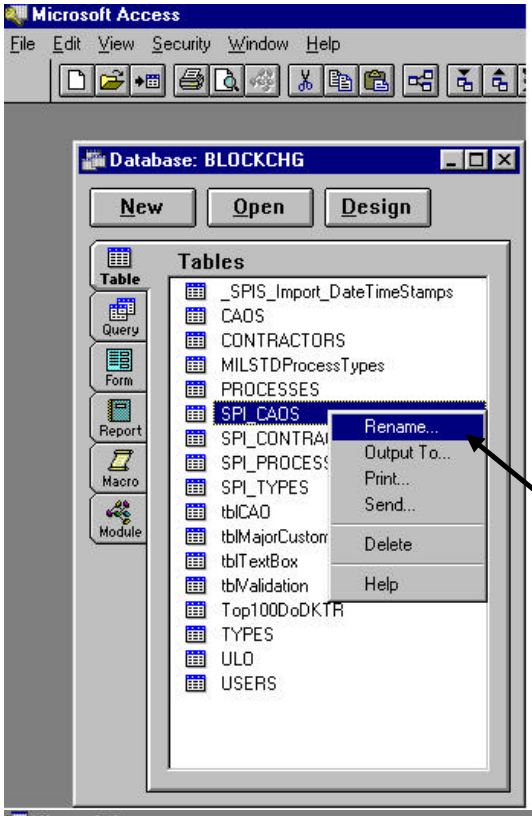
Ensure that all SPIS tables successfully imported

i.e., **SPIS_CAOS**, **SPIS_CONTRACTORS**, **SPIS_PROCESSES**, and **SPIS_TYPES**

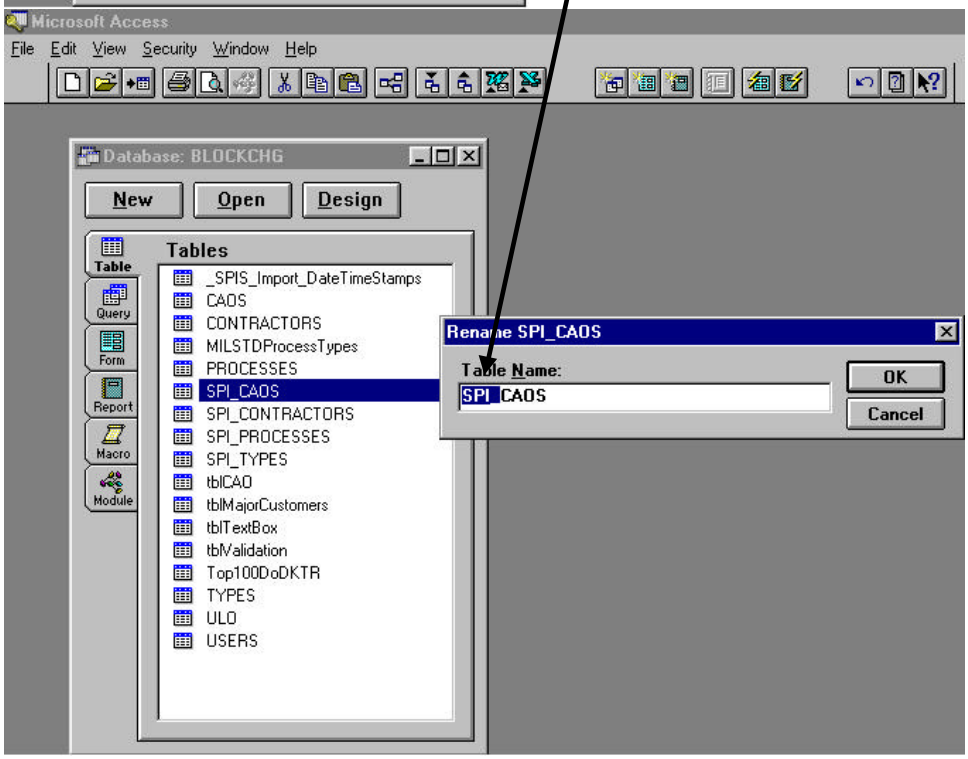
all appear in the main database table window.

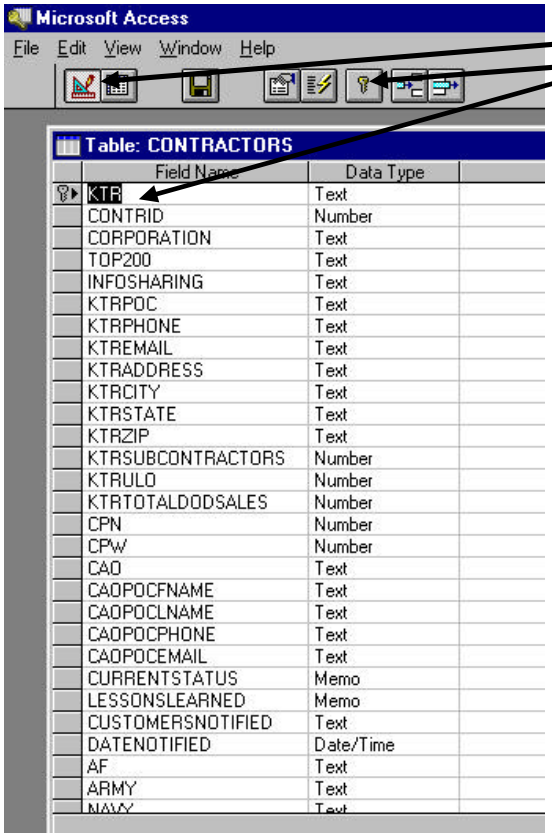


Delete the "existing" **CAOS**, **CONTRACTORS**, **PROCESSES**, and **TYPES** tables.



Click Right Mouse once on each of these 4 new tables Select Rename... and delete "**SPIS_**" from the beginning of each of the 4 SPIS Table names.





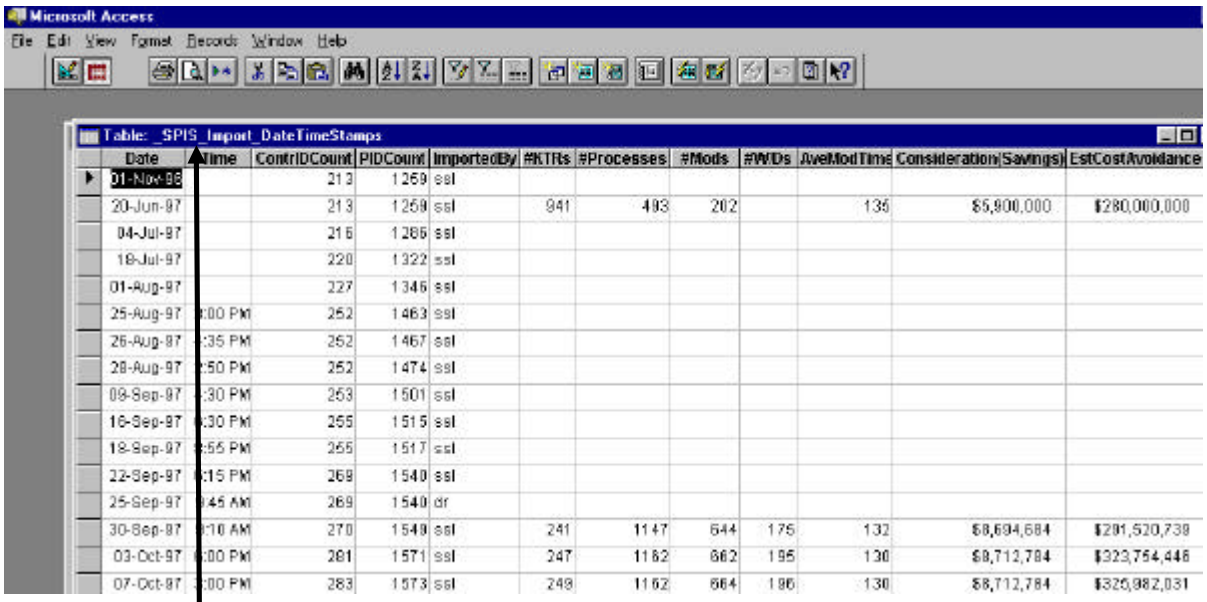
Field Name	Data Type
KTR	Text
CONTRID	Number
CORPORATION	Text
TOP200	Text
INFOSHARING	Text
KTRPOC	Text
KTRPHONE	Text
KTREMAIL	Text
KTRADDRESS	Text
KTRCITY	Text
KTRSTATE	Text
KTRZIP	Text
KTRSUBCONTRACTORS	Number
KTRULO	Number
KTRTOTALDODSALES	Number
CPN	Number
CPW	Number
CAO	Text
CAOPOCFNAME	Text
CAOPOCLNAME	Text
CAOPOCPHONE	Text
CAOPOCEMAIL	Text
CURRENTSTATUS	Memo
LESSONSLEARNED	Memo
CUSTOMERSNOTIFIED	Text
DATENOTIFIED	Date/Time
AF	Text
ARMY	Text
NAVY	Text

Go into “CONTRACTORS” Table, Design Mode
Set “KTR” as the Primary Key (Edit, Set Primary Key)
Save & Close Table

Go into “PROCESSES” Table, Design Mode
Set “PID” as the Primary Key (Edit, Set Primary Key)
Save & Close Table

Go into “CAOS” Table, Design Mode
Set “CAO” as the Primary Key (Edit, Set Primary Key)
Save & Close Table

Go into “TYPES” Table, Design Mode
Set “TYPE” as the Primary Key (Edit, Set Primary Key)
Save & Close Table



Date	Time	ContrIDCount	PIDCount	ImportedBy	#KTRs	#Processes	#Mods	#WDs	AveModTime	Consideration	Savings	EstCostAvoidance
01-Nov-96		213	1269	ssl								
20-Jun-97		213	1269	ssl	941	403	202		135	$5,900,000		$280,000,000
04-Jul-97		216	1286	ssl								
18-Jul-97		220	1322	ssl								
01-Aug-97		227	1346	ssl								
25-Aug-97	1:00 PM	252	1463	ssl								
26-Aug-97	1:35 PM	252	1467	ssl								
28-Aug-97	2:50 PM	252	1474	ssl								
09-Sep-97	1:30 PM	253	1501	ssl								
16-Sep-97	4:30 PM	255	1515	ssl								
18-Sep-97	2:55 PM	255	1517	ssl								
22-Sep-97	4:15 PM	269	1540	ssl								
25-Sep-97	1:45 AM	269	1540	dr								
30-Sep-97	1:10 AM	270	1549	ssl	241	1147	644	175	132	$8,694,684		$291,520,739
03-Oct-97	1:00 PM	281	1571	ssl	247	1162	662	195	130	$8,712,784		$323,754,446
07-Oct-97	1:00 PM	283	1573	ssl	248	1162	664	196	130	$8,712,784		$326,982,031

To maintain configuration control, open “**SPIS_Import_DateTimeStamps**” Table
Enter Date,
Time,
last ContrID (from Contractors Table),
last PID (from Processes Table), and
Importer’s Initials.
Print SPI Executive/Implementation Summary - All.
Use Summary to enter remaining “**SPIS_Import_DateTimeStamps**” Table data fields associated with your latest import.