

5111  
19 Dec 2001

From: Head, Visual Information Management, MCCDC  
3300 Russell Road, Quantico, VA 22134-5001  
To: Distribution List

Subj: VISUAL INFORMATION (VI) POLICY LETTER 2-01, VISUAL  
INFORMATION JOB ORDER DATABASE

Ref: (a) MCO 3104.1

1. Per the reference, and with the effective intent to reengineer and institutionalize Occupational Field 4600 effective 1 January 2002, the enclosed database will be the only authorized VI job order program. All VI activities will implement and begin utilization of this program no later than 1 February 2002.

2. The job order program was the result of a mutual effort between Visual Information Management and CVIC Quantico. The coordinated use of this program by global CVICs will further develop the program. This consolidated effort created a standardized management tool that will allow us to do the following:

- Track work requests
- Track man-hours, to include military, civilian, overtime, etc.
- Track material costs, to include waste
- Track customer satisfaction
- Generate reimbursable reports with information such as parent unit, section, requestor, etc.

3. We intend to use this program for several purposes:

- Management of resources -- we will use the info to become a most efficient organization
- Identification and correction of quality and training issues
- Refine our reimbursable requirements and practices
- Gather data to help us do battle w/ A-76, CA reviews, etc.

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4. Beginning 1 April 2002, all VI activities will be required to submit to VIM, a monthly report generated by this program. This information will be utilized by VIM to validate present and future requirements for personnel and resources.

5. The program is NOT perfect. Lessons learned through FY02 will be used to improve the database in FY03. Your input and recommendations are highly encouraged and solicited.

6. POC is SSgt Hays DSN 278-1735.

J. CORE

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