

MRD POC

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Comments:

There are currently no initiatives in CDTs that address this issue. Concur with need identified in the UNS that a standard job order database needs to be created and implemented for all the Combat Visual Information Centers (CVIC's). There is a wide disparity throughout the various CVIC's in how expenditures such as, man-hours, supplies, etc. are allocated and accounted for. Several CVIC's are using varying types of databases and others are still relying on the costly and time-consuming paper job order forms. A database needs be created so that the entire OccFld 4600 can become standardized in the way workflows and expenditures are tracked.

MRD Review Complete

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Type Of Need

ADD a new capability that does not exist

Description of Need

Since 1 February 1983, the 4600 occupational field has used OPNAV 5290/1 as a means to track material expenditures, units supported and man-hour costs. With the rapid developments in technology, this form has become obsolete. Throughout the Marine Corps, several commands have attempted to create various database programs to assist them in tracking material usage and cost in an effort to better serve the warfighter. A single computer program is needed to standardize all Combat Visual Information Center's (CVIC) and Combat Camera unit's work requests and assist them to effectively manage their budgetary needs. This program will also help identify units that have a high demand for audiovisual support.

When Needed

1 Year

Rationale

The current job order forms are generated on paper stock that cost each command money, time and manpower to produce. By creating a standardized work request program benefits will be realized by the Marine Corps in all the areas mentioned above. Also, an accurate and timely means of tracking data and production costs will ensure that units with a high demand for visual information products are properly supported.

Describe mission or task to be accomplished that is related to the need

A work request database that is capable of tracking all production and output of audiovisual products as well as historical data on customer support for budget, personnel and management planning is needed for all CVIC and Combat Camera units. This work request database should be utilized either on a desktop or server computer system to accommodate the various sections within the CVIC or Combat Camera unit. The work order request database should include sections for indicating the unit supported, name and rank of requestor, security classification, work request number, priority status, phone number of requester, e-mail address of requester, description of work to be accomplished, work section tasked with the request (Photo, Graphics, Video, Reproduction, other), and date when the request is must be completed. Another section of the work request should be able to track and calculate the name of the person(s) performing the work, military pay grade, civilian pay grade, number of hours it has taken to accomplish the work and labor cost corresponding to the pay grade. This section should also identify the type and cost of the material expended to produce the requested product. The work request database should also have a section indicating who received the final product and the date and time it was received.

Once all the pertinent information is gather and stored, the database should be able to produce printable spreadsheets for weekly, monthly, quarterly and yearly queries. These queries should produce totals for the number of work requests produced, total number of hours worked, total man-hour costs and the total dollar amount for material(s) expended.

The database program should come complete with adequate instructions for use by on-hand personnel without technical support to include, but not limited to, a tutorial to assist the personnel producing the work request and queries. Any database program produced should be compatible with current and future standard authorized Marine Corps software.

How does the need improve your ability to perform the mission or task?

The new work order program will significantly improve the accuracy and timeliness of reports, and support the continual requirement to provide workload data for our Activity Based Costing (ABC) system. Maintaining this information for ABC data updates has become a necessity, thus it is essential that the visual information units utilize a database to ensure accurate data is being accumulated to support the ABC effort. The new work

order program will provide a better tool for accounting for man-hours, materials expended, and total number of request produced, all of which is provided to ABC. Also, the program will standardize the work order request for all CVIC and Combat Camera units thus reducing the learning curve that is associated with new personnel joining a unit. It will provide a common language for all the visual information units to communicate.

If the need is not satisfied, how will it affect your ability to perform the mission or task?

If this need is not satisfied, the ability to accurately track all expenditures will be greatly reduced. A continued financial burden will remain on the units because of the funding it takes to produce the current documents. Also, a loss of manpower will continue to exist because of the time it takes to produce the current documents. Without a standardized system many more man-hours will be wasted as Marines continue to learn new work request programs and procedures upon checking into a new unit. Also, calculating monthly and quarterly reports is extremely time consuming and the risk for error is very probable due to the numerous work requests processed each month.

Approval Authority/FMF Routing (regimental level or as appropriate (battalion, squadron, etc.))

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Approval Authority Comments

Hard copy with signature on file in Assessments Branch.

Approval Authority (MARFOR level or as appropriate)

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