

**BY ORDER OF THE COMMANDER
OGDEN AIR LOGISTICS COMPLEX**

**OGDEN AIR LOGISTICS COMPLEX
INSTRUCTION 65-101**



13 MAY 2013

Financial

**RESOURCE COST CENTER (RCCS)
REORGANIZATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides procedures and guidelines to establish new and change existing RCCs within the Ogden Air Logistics Complex (OO-ALC). This instruction implements the policy in Air Force Policy Directive (AFPD) 65-1, *Management of Financial Services*. This instruction applies to all groups within OO-ALC except 309th Aerospace Maintenance and Regeneration Group, located at Davis-Monthan Air Force Base. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through the appropriate functional chain of command.

1. General Information.

1.1. A reorganization is herein defined as a change to the approved structure of organizational elements or realignment of duties and responsibilities that would create a change to positions or organizational entities. It includes changes in mission responsibilities from one organization element to another, and the realignment of positions at flight-level or above. After proper notifications IAW Article 33 of the Master Labor Agreement, and approval of the realignment takes place, implementation may begin. As a result of the implementation of Depot Maintenance Accounting Production System (DMAPS), reorganizations of RCCs must be accomplished on a limited basis. The optimum time for reorganization is during the budget cycle to be effective at the beginning of a fiscal year. If there is a critical need to reorganize during the year of execution, the reorganizations will be

effective at the beginning of a quarter. The planning for RCC reorganizations must be accomplished 90 to 120-days before the effective date of the reorganization.

1.1.1. The OO-ALC Financial Management Office (OO-ALC/FM) has overall program management responsibilities and is the designated OPR for RCC management within the OO-ALC.

2. RCC Reorganization Procedures.

2.1. Squadron OPR must submit a letter signed by the squadron chief to OO-ALC/FM requesting approval for reorganization a minimum 90 days prior to the effective date of the RCC change, or prior to the budget cycle for new RCCs. The justification and advantages of the RCC requested changes must be addressed in the letter. A minimum of 5,000 annual production hours will be required for approval of a new RCC; a waiver may be submitted in special circumstances and will be reviewed by OO-ALC/FM on a case-by-case basis. If OO-ALC/FM approves the reorganization, the squadron making the approved RCC changes must appoint and provide a knowledgeable monitor and alternate monitor to spearhead the RCC changes with OO-ALC/FM and 75th Air Base Wing Information Technology Directorate (75 ABW/SCPLM), usually a planner or planner supervisor. The squadron requesting the reorganization will be the lead point of contact (POC) for the duration of the project. When approval is granted, OO-ALC/FM will notify Air Force Sustainment Center Cost Accounting Office (AFSC/FZRD) operating location (OL) Financial Management Hill (FZH) so the systems maintenance can begin. OO-ALC/FM will send a copy of the letter with an authorized signature and annotate 'Approved' on it to the 75 ABW/SCPLM. The requesting organization's POC will then be advised to complete the RCC Reorganization Package found at <https://hill.eis.af.mil/75ABWSC/CFP/default.aspx>, and return it to 75 ABW/SCPLM, who will forward it to each of the system OPRs for review. If there is a need for further discussion, 75 ABW/SCPLM will schedule a meeting to discuss requirements and assign taskings. If the package is in order and there are no further concerns, a meeting will not be necessary. OPRs will coordinate actions specific to each of their systems and begin their processes in a synchronized manner. Requestor will receive notification when their reorganization is complete. **NOTE:** Planners and schedulers are responsible for inputs that they can currently perform (i.e., updating planner and schedule address tables).

2.2. The following procedures pertain to workloading, planning, scheduling, material support, cost accounting, funds management, resource advisors, manpower specialist and managers.

2.2.1. Systems Impacts. All systems must be sequentially file maintained to accept the new RCCs. This is critical so that the RCC will be effective, workload can be inducted, and costs can be captured properly.

2.2.1.1. Depot Maintenance Workload and Program Control System G004C. The squadron OPR must provide the required system data to OO-ALC Workload Review Office (OO-ALC/OBW) and OO-ALC/FM.

2.2.1.2. Cost Production Performance Module (HO33) and Budget and Target Module (BTM). After the new RCCs have been approved by OO-ALC/FM, the group financial managers must build an organization structure and budget for the new RCCs. This must be a coordinated effort with OO-ALC/FM. Once the budget has

been built, OO-ALC/FM must notify AFSC/FZRD OL FZH to establish the new RCCs in Defense Industrial Financial Management System (DIFMS). A new RCC cannot be added to BTM until it is approved by OO-ALC/FM.

2.2.1.3. RCCs Skill Code System (RSCS). The squadron OPR will provide the new skill codes if applicable to 75 ABW/SCPLM.

2.2.1.4. DIFMS. The new RCCs in DIFMS will be established by OO-ALC/FMRD. This can only be accomplished after the RCCs have a budget built in BTM. DIFMS requires overhead, general and administrative application rates be developed for each RCC. These rates are developed in the budget process. **NOTE:** Skill codes cannot be entered into RSCS until RCCs have been loaded into DIFMS.

2.2.1.5. Job Order Production Master System (G004L). The planners, schedulers and/or workloaders must update the planner and scheduler address table. **NOTE:** This has to occur before the Exchangeable Production System (G402A) OPR can proceed.

2.2.1.6. Inventory Tracking System (ITS/G337). All affected production numbers must be changed in ITS/G337 to reflect the applicable RCC changes.

2.2.1.7. Depot Maintenance Material Support System (G005M). The name of the responsible planner and the production organization planning technician code (POPTC) needs to be provided to the system OPR. The planner can input a Secondary Item Requirements System (D200) request and establish a production number in G005M once it has been established in G004L. When RCCs change, the losing planner is responsible for maintaining G005M and transferring workload to the gaining planner POPTC.

2.2.1.8. Labor Standard Data System(E046B). The planners must update the new RCC to the affected current labor standards in E046B. Ensure skill codes have been entered into the RSCS in order for E046B to function properly. Facility codes must be maintained in E046B for the affected RCCs changes.

2.2.1.9. Stock Control and Distribution System (D035K). The D035K OPR must update the backorders and awaiting parts assets to reflect the new RCCs with information from the RCC Reorganization Package.

2.2.1.10. Equipment Depreciation. Equipment accounts must be established for the new RCCs and the equipment records updated. Plant account numbers must be provided to OO-ALC/FM Capital Investment Program monitor for RCC changes in DIFMS.

2.2.1.11. Navair Industrial Material Management System and Automated Bill of Material. The planner working with the material support personnel, must provide to the functional system OPR the old RCC, the new RCC for both direct and indirect, the building station number, effective date of the new RCC, and the Standard Base Supply System (SBSS/D002A) organization codes.

2.2.1.12. Time and Attendance (TAA) System. The squadron OPR must provide the TAA OPR a list of the employees that will be assigned to the new RCC. **NOTE:** If the old RCC is being deleted, it must also be provided.

2.2.1.13. Defense Civilian Payroll System (DCPS). The squadron OPR must determine if all organization changes were properly updated in DCPS from the personnel system. If not, the squadron OPR must contact the customer service representative to have all required changes made within DCPS.

2.2.1.14. Facility Equipment Maintenance (D130). Planners and equipment custodians will provide the old/new production RCCs, the old/new organization RCCs, the associated job order numbers, the precision measurement equipment laboratory monitor name and phone number, and the mailing address to the system OPR so the equipment records will be accurate based on the reorganization.

2.2.1.15. Execution and Prioritization of Repair Support System D087X (EXPRESS). Squadron OPR will provide the new production scheduling section designators and associated national stock number to the system OPR to load the EXPRESS data table.

2.2.1.16. Material Processing System D230 (MPS). Squadron OPR must provide the new RCCs and material inventory control code to the MPS OPR so file updates can be accomplished.

2.2.1.17. SBSS/D002A. Equipment custodians are responsible for updating the equipment accounts within SBSS/D002A. Squadron OPR must coordinate the new RCCs with the equipment custodians.

2.2.1.18. Computer Associates-Dispatch On-Line Viewing. Squadron OPR must identify the computer generated report requirements in each system so functional address symbols and RCCs data can be changed. This requirement must be accomplished so hard copy product distribution can be maintained.

2.2.1.19. G402A. The Squadron OPR must update all of the function codes and symbols.

2.2.1.20. DMAPS Data Store and Conversion Engine. Notify the OPR of the old RCC, new RCC, production number, and POPTC changes if rolling to that level.

2.2.1.21. Programmed Depot Maintenance Scheduling Subsystem (G097A). DMAPS sends changes and the planners change the design codes to match DMAPS.

2.2.1.22. Operational Readiness Analysis. Notify the OPR of national stock numbers for reparable items that are not consumable (unless that need exists), old and new scheduling designators, and old and new mailing addresses.

3. Manpower Section.

3.1. The squadron OPR will notify OO-ALC Management Operations Office (OO-ALC/OBM) analyst of the proposed organizational changes a minimum 90 days prior to the required effective date of the organizational changes, or prior to the budget cycle for new RCCs.

3.2. The squadron OPR will provide the Organizational Change Request (OCR) information to the OO-ALC/OBM analyst that is needed to complete the required portions of the package that are applicable depending on the level of the organizational change. This includes a mission statement, old office symbol, new office symbol, old organization title, new

organization title, building the organization will be located in, phone number, fax number, and also the affected authorizations/positions.

3.3. When determining the new RCC and new organization office symbols, every effort will be made to ensure that the two reasonably correlate. The OO-ALC/OBM analyst will prepare the applicable portions of the OCR package and cover letters addressed to AFSC Directorate of Manpower, Personnel and Training, OL Hill, and Manpower and Organization Division (AFSC DPH/DPB), submit it for coordination through the group requesting the changes. If the organization changes are at the squadron-level and above, final approval is required from Air Force Sustainment Center (HQ-AFSC), Air Force Materiel Command (HQ-AFMC) and HQ Air Force (HQ-AF), the OO-ALC commander/vice director or deputy director must sign the cover letter. If the changes are at the flight-level and below, the AFSC OL DPH/DPB Division Chief may approve the package.

3.4. The organization may not receive mail, reassign employees or function as though the changes have been made until the OO-ALC/OBM analyst is notified of the approval.

3.4.1. AFSC OL DPH/DPB follows their own process and notifies the HQ-AFMC systems OPR to change the Unit Manning Document (UMD) System and Defense Personnel Systems OPR to build the new organizations in the Modern Defense Civilian Personnel Data System (MDCPDS), and the base post office to ensure proper mail delivery. Once the organizational changes have been created to the UMD and MDCPDS, the OO-ALC/OBM analyst will submit an Authorization Change Request to the AFSC OL DPH/DPB manpower analyst. This ensures the authorizations reflect the changes and initiates the request for personnel actions to realign the employees to the correct office symbols in MDCPDS.

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 01 March 2008

AFPD 65-1, *Management of Financial Services*, 01 July 1996

Master Labor Agreement, Article 33, 01 April 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

AF IMT—Air Force Information Management Tool

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFSC/FZRD—Air Force Sustainment Center Cost Accounting Office

AFSC DPH/DPB—Air Force Sustainment Center Manpower and Organization Division

BTM—Budget and Target Module

D035K—Stock Control and Distribution System

D130—Facility Equipment Maintenance

D200—Secondary Item Requirements System

DCPS—Defense Civilian Payroll System

DIFMS—Defense Industrial Financial Management System

DMAPS—Defense Maintenance Accounting and Production System

E046B—Labor Standard Data System

EXPRESS—Execution and Prioritization of Repair Support System D087X

FZH—Financial Management Hill

G004L—Job Order Production Master System

G005M—Depot Maintenance Material Support System

G402A—Exchangeable Production System

HO33—Cost Production Performance Module

HQ—AF – Air Force

HQ—AFMC – Air Force Materiel Command

HQ—AFSC – Air Force Sustainment Center

IAW—In Accordance With

ITS/G337—Inventory Tracking System

MDCPDS—Modern Defense Civilian Personnel Data System

MPS—Material Processing System D230

OCR—Organizational Change Request

OL—Operating Location

OO—ALC – Ogden Air Logistics Complex

OO—ALC/FM – Financial Management Office

OO—ALC/OBM – Management Operations Office

OO—ALC/OBW – Workloading Office

OPR—Office of Primary Responsibility

POC—Point of Contact

POPTC—Production Organization Planning Technician Code

RCC—Resource Cost Center

RDS—Records Disposition Schedule

RSCS—RCC Skill Code System

SBSS/D002A—Standard Base Supply System

TAA—Time and Attendance

UMD—Unit Manning Document

75 ABW/SCPLM—Information Technology Office