

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

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



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Financial

**RESOURCE COST CENTER (RCC)
REORGANIZATIONS**

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This instruction provides procedures and guidelines to establish new and change existing Resource Cost Centers (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 (AMARG), located at Davis-Monthan Air Force Base (AFB), Arizona (AZ). Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule (RDS), which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force (DAF) 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include updating references, office names, form names, system names, and POCs.

1. Overview.

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 the Master Labor Agreement (MLA) Article 33, *Ground Rules for Negotiations During the Term of the 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 OO-ALC.

2. Roles and Responsibilities.

2.1. Squadron OPR who must submit a letter signed by the squadron chief to OO-ALC/FM requesting approval for reorganization a minimum 90 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 planning chief or IET (maintenance planner). 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 and return it to 75 ABW/SCPLM, who will forward it to each of the system OPRs for review. Contact Hill.ABOM.NIMMS@us.af.mil if you need a copy of the current reorganization package. 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:** IET (maintenance planners) and Production Controller (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 (DMWPCS/G004C). The squadron OPR must provide the required system data to OO-ALC Business Operations Workloading, Analysis, Production Support Office (OO-ALC/OBW) and OO-ALC/FM.

2.2.1.2. Cost Production Performance Module (CPPM) 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/FZRD. 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 (JOPMS/G004L). The IET (maintenance planners), production controller (schedulers) and/or workloaders must update the planner address table (PAT) and scheduler address table (SAT). **NOTE:** This must occur before the Exchangeables Production System (EPS/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 (DDMSS/G005M). The name of the responsible IET (maintenance planner) and the production organization planning technician code (POPTC) needs to be provided to the system OPR. The IET (maintenance planner) can input a Secondary Item Requirements System (SIRS/D200A) request and establish a production number in G005M once it has been established in G004L. When RCCs change, the losing IET (maintenance planner) is responsible for maintaining G005M and transferring workload to the gaining IET (maintenance planner) POPTC.

2.2.1.8. Air Force Materiel Command Labor Standards Data System (ALSDS/E046B). The IET (maintenance planner) must update the new RCC to the affected current labor standards in E046B. Ensure skill codes have been entered into the RSCS for E046B to function properly. Facility codes must be maintained in E046B for the affected RCC changes.

2.2.1.9. Wholesale and Retail Receiving and Shipping (WARRS/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 (CIP) monitor for RCC changes in DIFMS.

2.2.1.11. Naval Industrial Material Management System (NIMMS) and Automated Bill of Material (ABOM). The IET (maintenance planner) 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 Integrated Logistics System Supply (ILS-S/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. Facilities and Equipment Maintenance (FEM/D130). IET (maintenance planners) and equipment custodians will provide the old/new production RCCs, the old/new organization RCCs, the associated production 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 (EXPRESS/D087X). Squadron OPR will provide the new production scheduling section designators (PSSDs) and associated national stock numbers (NSNs) to the system OPR to load the EXPRESS data table.

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

2.2.1.17. ILS-S/D002A and Defense Property Accountability System (DPAS). Equipment custodians are responsible for updating the equipment accounts within ILS-S/D002A and Defense Property Accountability System (DPAS). Squadron OPR must coordinate the new RCCs with the equipment custodians.

2.2.1.18. Computer Associates-Dispatch On-Line Viewing (CA-DISPATCH OL-V). 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 System (PDMSS/G097). 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 (NSNs) for reparable items that are not consumable (unless that need exists), old and new PSSD, and old and new mailing addresses.

2.2.1.23. MABSM (Impressa/MRO Apps). Squadron OPR will identify RCC changes and required action in MABSM systems.

3. Manpower Section .

3.1. The squadron OPR will notify the OO-ALC Business Operations Human Resource Management Office (OO-ALC/OBM) of proposed organizational changes, including new RCCs, a minimum of 90 days prior to the 1 Oct effective date for organizational changes in production and financial systems.

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 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 AFSC Manpower Organization and Resources Division (AFSC/A1M), 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/A1M 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/A1M 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 Defense Civilian Personnel Data System (DCPDS), and the base post office to ensure proper mail delivery. Once the organizational changes have been created to the UMD and DCPDS, the OO-ALC/OBM analyst will submit a

Manpower Change Request (MCR) to the AFSC/A1M 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 DCPDS.

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFPD 65-1, *Management of Financial Services*, 25 June 2018

Master Labor Agreement, Article 33, *Ground Rules for Negotiations During the Term of the Agreement*, 01 June 2017

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ABOM—Automated Bill of Material

AFB—Air Force Base

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFSC/FZRD—Air Force Sustainment Center Cost Accounting Office

ALSDS/E046B—Air Force Materiel Command Labor Standards Data System

AZ—Arizona

BTM—Budget and Target Module

CA-DISPATCH OL-V—Computer Associates-Dispatch On-Line Viewing

CIP—Capital Investment Program

CPPM—Cost Production Performance Module

DCPDS—Defense Civilian Personnel Data System

DIFMS—Defense Industrial Financial Management System

DMAPS—Depot Maintenance Accounting and Production System

DMMSS/G005M—Depot Maintenance Material Support System

DMWPCS/G004C—Depot Maintenance Workload and Program Control System

DPAS—Defense Property Accounting System

EPS/G402A—Exchangeables Production System

EXPRESS/D087X—Execution and Prioritization of Repair Support System

FEM/D130—Facilities and Equipment Maintenance (FEM)

IAW—In Accordance With

IET—Industrial Engineering Technician

ILS-S/D002A—Integrated Logistics System-Supply
ITS/G337—Inventory Tracking System
JOPMS/G004L—Job Order Production Master System
MCR—Manpower Change Request
MIC—Material Inventory Control
MLA—Master Labor Agreement
MPS/D230—Material Processing System
NIMMS—Naval Industrial Material Management System
NSN—National Stock Number
OCR—Organizational Change Request
OL—Operating Location
OPR—Office of Primary Responsibility
PAT—Planner Address Table
PDMSS/G097—Programmed Depot Maintenance Scheduling System
POC—Point of Contact
POPTC—Production Organization Planning Technician Code
PSSD—Production Scheduling Section Designator
RCC—Resource Cost Center
RDS—Records Disposition Schedule
RSCS—RCC Skill Code System
SAT—Scheduler Address Table
SIRS/D200A—Secondary Item Requirements System
TAA—Time and Attendance
UMD—Unit Manning Document
WARRS/D035K—Wholesale and Retail Receiving and Shipping

Office Symbols

75 ABW/SCPLM—75th Air Base Wing Information Technology Directorate
AFSC DPH/DPB—Air Force Sustainment Center Manpower and Organization Division
AFSC/A1M—Manpower Organization & Resources Division
AFSC/FZRD—Air Force Sustainment Center Cost Accounting Office
AMARG—Aerospace Maintenance and Regeneration Group
FZH—Financial Management Hill

HQ-AF—Air Force

HQ-AFMC—Air Force Materiel Command

HQ-AFSC—Air Force Sustainment Center

OO-ALC—Ogden Air Logistics Complex

OO-ALC/FM—Financial Management Office

OO-ALC/OBM—Business Operations Human Resource Management Office

OO-ALC/OBW—Business Operations Workloading, Analysis, Production Support Office