

CNI

COMMANDER, NAVY INSTALLATIONS

Commander, Navy Installations
Base Operating Support

ACTIVITY-BASED COSTING

DATA COLLECTION TOOL (DCT)

**Part III
GROUP LABOR USERS
GUIDE**

Version 1.0

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GROUP DATA COLLECTIONS

PURPOSE

- 1.1. The purpose of the Group data collection is to provide managers and supervisors the ability to apply a set of activities to an entire group of personnel. This is useful for groups of personnel who may perform similar activities, may not have access to their own computers, or are otherwise unavailable to provide input into the DCT. NOTE: Supervisors who perform activities that differ from that of their personnel should complete an individual *labor* assignment in addition to a *group* assignment.
- 1.2. To access the group data collection, login to the DCT and click on **Assignment** and then **Group (A)** on the DCT navigation menu located on the left-hand side of your screen. A →
- 1.3. Only those personnel who have been given access to this data collection will see these additional menu items in the DCT. If you do not have access but believe you should, contact the ABC Helpdesk.



INITIAL GROUP DATA COLLECTION

- 2.1 The following screen will appear the first time a user enters the DCT to perform a Group Data collection.



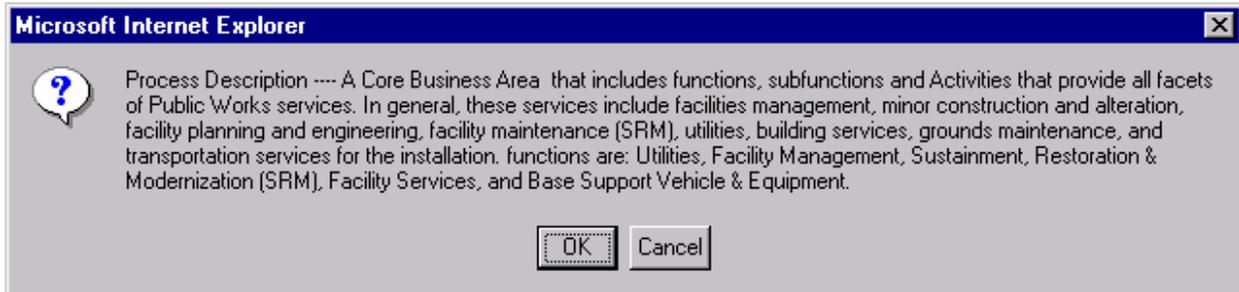
- 2.2 The pull-down menu contains a list of processes related to the nine Shore Installation Core Business Model Processes for Base Operating Support. To select a process, click on the pull-down menu and select the desired process.

Select Activities

Step1:Please select a Process **Step2:**Please select a location **Step3:**Please select/deselect Activities from the list below. **Step4:**Click 'Submit Selection'.

Process	Please Select a Process
Location	<ul style="list-style-type: none">Please Select a ProcessAir OperationsPort OperationsOperations SupportPersonnel SupportHousingFacility SupportEnvironmentalPublic SafetyCommand & StaffPolitical Advisory Support and Civil Affairs

2.3 A brief description of that process will then appear. If the user is satisfied that it is the correct process, click **OK** to proceed, if not, click on **Cancel**.



2.4 After selecting OK, select a base from the Location drop down menu.

Select Activities

Step1:Please select a Process **Step2:**Please select a location **Step3:**Please select/deselect Activities from the list below. **Step4:**Click 'Submit Selection'.

Reset Selection

Search Activities

Submit Selection

Process Port Operations

Location Please Select a Command
Please Select a Command
Okinawa
Sasebo
Atsugi
Misawa

- 2.4 A screen will appear that shows all activities associated with the selected process. The following information can be seen:
- The Process that was selected (**B**);
 - The Bases/locations where that process is performed (**C**);
 - Sub-Processes (**D**);
 - Sub-Sub-Processes (and so on) (**E**);
 - Activities (**F**);
 - Activity Selection Boxes (**G**); and
 - Move-to-Top button (**H**). Clicking on this will take users back to the top of the page.

Select Activities

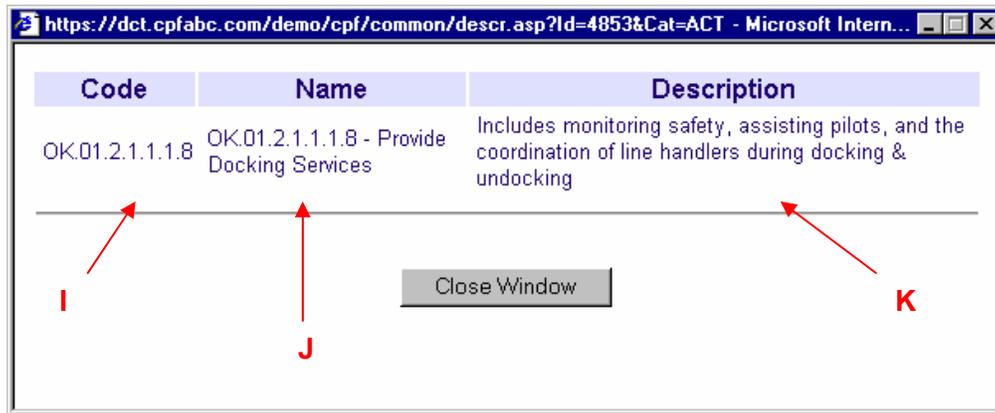
Step1:Please select a Process **Step2:**Please select a location **Step3:**Please select/deselect Activities from the list below. **Step4:**Click 'Submit Selection'.

Process ← B

Location ← C

Please select from the Activities below:		
Select	Process / Activity Number	Process / Activity name
	<u>01</u>	Operating Forces Support
 Top	<u>01.2</u>	01.2 - Port Operations
	<u>01.2.1</u>	01.2.1 - Port Services ← D
	<u>01.2.1.1</u>	01.2.1.1 - Berthing & Hotel Services ← E
	<u>01.2.1.1.1</u>	01.2.1.1.1 - Manage Berthing and Hotel Services
<input type="checkbox"/>	<u>OK.01.2.1.1.1.1</u>	OK.01.2.1.1.1.1 - Provide Fuel Delivery Maint. on tugs/pushers
<input type="checkbox"/>	<u>OK.01.2.1.1.1.3</u>	OK.01.2.1.1.1.3 - Provide Oily Waste Removal
<input type="checkbox"/>	<u>OK.01.2.1.1.1.4</u>	OK.01.2.1.1.1.4 - Provide Waterfront Repair Services
<input type="checkbox"/>	<u>OK.01.2.1.1.1.5</u>	OK.01.2.1.1.1.5 - Provide Pilot Services
G <input type="checkbox"/>	<u>OK.01.2.1.1.1.6</u>	OK.01.2.1.1.1.6 - Monitor Harbor Conditions ← F
<input type="checkbox"/>	<u>OK.01.2.1.1.1.7</u>	OK.01.2.1.1.1.7 - Inspect Piers
<input type="checkbox"/>	<u>OK.01.2.1.1.1.8</u>	OK.01.2.1.1.1.8 - Provide Docking Services

- 2.5 While processes and sub-processes are shown as a way of assigning the applicable activities, the input of data is always made at the activity level. Activities are easily distinguished by the activity selection checkbox on the left-hand side, as well as the color of the cell - activities are a lighter shade of grey when compared to Base names, processes, etc.
- 2.6 To view a detailed description of the activity, click on the respective Process / Activity Number beside it or position the cursor on the small blue ball next to the activity name. The pop-up box will show the activity code (I), the activity name (J) and the activity description (K). Click on the **Close Window** button to exit from the description.



- 2.7 To search for an activity, click on the **Search Activities** button. Type in a keyword (L), and if desired select the location where the activity was performed from the pull-down menu (M) and deselect any processes that are not applicable (N). Click on **Search** (O).

Search Activities

Step1:Enter a keyword **Step2:**Select a location (optional) **Step3:**Select/deselect processes (optional) **Step4:**Click "Search".

The screenshot shows a search interface with the following elements and annotations:

- Keyword:** A text input field containing "Piers". A red arrow labeled "L" points to the input field.
- Search:** A button labeled "Search". A red arrow labeled "O" points to the button.
- Location:** A dropdown menu currently showing "All". A red arrow labeled "M" points to the dropdown.
- Process:** A list of processes, each with a checked checkbox. A red bracket labeled "N" groups these items:
 - Air Operations
 - Port Operations
 - Operations Support
 - Personnel Support
 - Housing
 - Facility Support
 - Environmental
 - Public Safety
 - Command & Staff

2.8 Move mouse over for Process description.

Search Activities

Step1:Enter a keyword **Step2:**Select a location (optional) **Step3:**Select/deselect processes (optional) **Step4:**Click "Search".

The screenshot shows a search interface with the following elements:

- Keyword:** A text input field containing "Piers" and a "Search" button.
- Location:** A dropdown menu currently set to "All".
- Process:** A list of processes, each with a checked checkbox:
 - Air Operations
 - Port Operations
 - Operations Support
 - Personnel Support
 - Housing
 - Facility Support
 - Environmental
 - Public Safety
 - Command & Staff

A tooltip is displayed over the "Port Operations" checkbox, containing the text: "The Port Operations Core Business Area includes all Functions and Subfunctions that are in direct operational support of the port. This includes the operation and maintenance of small craft and tugs, berthing and hotel services, operation of the port operations center, and pilot services. Port Operations has two Functions: Port Services and Other Port Operations."

2.8 All activities containing that keyword in either the activity name or description will appear below their parent process. To add one or more to the activity list, click the checkbox next to the appropriate activities (P). Once the activities have been selected, click on the **Submit Selection** button to save them.

Search Activities

Step1:Please select/deselect Activities from the list below. **Step2:**Click 'Submit Selection'.

Reset Selection Search Activities Submit Selection

Click on the Process to go to the search results

01.1 - Air Operations	01.2 - Port Operations	01.3 - Operations Support	02.1 - Personnel Support
02.2 - Housing	03.1 - Facility Support	03.2 - Environmental	03.3 - Public Safety
03.4 - Command & Staff			

Please select from the Activities below:

Select	Process / Activity Number	Process / Activity name
Top	01.1	01.1 - Air Operations
		No activities under this process match the search keyword
Top	01.2	01.2 - Port Operations
		No activities under this process match the search keyword
Top	01.3	01.3 - Operations Support
		No activities under this process match the search keyword
Top	02.1	02.1 - Personnel Support
<input type="checkbox"/>	AB.02.1.1.3.1.2	AB.02.1.1.3.1.2- Provide Golf Course Facilities
<input type="checkbox"/>	CO.02.1.1.3.1.2	CO.02.1.1.3.1.2- Provide Golf Course Facilities

P →

- 2.9 If an activity appears on the search results screen with no checkbox next to it and it is highlighted in yellow, this indicates that the activity has already been selected by the user and is on his/her list of activities.
- 2.10 After clicking on **Submit Selection**, enter the desired percentages against the activities.
- 2.11 In the box labeled, "Avg Hrs Worked Per Military Person," enter the average number of actual hours worked by military personnel in your organization in the previous period (month) (Q). For example, in an organization where there were three military personnel, and their aggregate hours for the month were 300, "100" should be entered in this box (300/3=100). These hours should include both functional and military duties.
- 2.12 After ensuring that the percentages add to 100%, click on **Submit Assignments** to save. A Group Data collection receipt page will appear that can be printed if desired.

Group Assignment - Receipt Page

Thank you for your submission. Please print your receipt below. You may exit out of the application now.

Name: Amol Bankar	Organization: Nabc	Period: 2003-Mar 1-15	Avg Hrs Worked Per Military Person: 90 ← Q
Selected Activities		Assignments	
BR.03.4.2.1.4- Provide Knowledge Management Program Support		25	
BR.03.4.2.1.5- Conduct Activity-Based Costing Activities		75	
SUM:		100 %	

[Printable Version](#)

- 2.13 Users should remember that these percentages will apply to all personnel in that organization who have not already filled in their own individual labor assignments. If a person completes his/her individual labor assignment, their individual data collection assignments will take precedence over the group data collection. The group data collection will still apply to those individuals who do not fill out a labor data collection for that period.

This completes the Group Data collection. To exit the DCT application, click on **Logout** on the left navigation bar.

NOTE: Managers and supervisors responsible for Group Assignments may wish to view the Labor Report for their organizations prior to developing their group profiles. For organizations with high labor assignment completion rates, the Labor Report – Activity Report (**R**) in the DCT may be used as a guide to developing the initial Group Assignment. This is especially useful if employees in an organization perform many different activities and/or perform work at multiple bases/locations.

Labor - Reports

Please select an Organization. It is **necessary** to click on a Report button to get the updated results after the selection.

Period: 2003-Mar 1-15 **Org:** Nabc By Location
 Status Report Status Report (Aggregated) Activity Report **R**

Activity Report (Aggregated)
Period: 2003-Mar 1-15 **Org:** Nabc

Activity Name	Allocation (%)
AB.03.4.1.1.5 - Support Military Duties	20
BR.03.4.1.1.1- Provide/Supt Cmd Leadership-Regional Cmd/Admin	20
BR.03.4.2.1.5- Conduct Activity-Based Costing Activities	40
CO.01.1.1.1.1- Provide Airfield Logistics	20
Summary - 100%	

N/A indicates that there is no survey data for the corresponding combination  [Top](#)

SUBSEQUENT GROUP DATA COLLECTIONS

- 3.1 Once the initial group data collection has been completed, the DCT will store the activities entered previously and the user will be immediately directed to a list of the previously selected activities. All assignment percentages, however, will be reset to 0% from month to month (e.g., from February to March).

GROUP DATA COLLECTION UPDATE PERIODS

- 4.1 The DCT will accept data during each calendar month for Labor data collections: 1st – end of the month. Group data collections are to be undertaken at the same time.

Managers and supervisors will be able to login on the 1st of each month and update assignments (for the previous month) against activities until the end of the month.

- 4.2 Please note: Assignments made for the first period of a given month will NOT roll over to the next month.
- 4.3 If managers / supervisors login in more than once during the same period (e.g., on the 2nd and then again on the 20th of the month), and enter in new activities and percentages, these new assignments will overwrite those entered in earlier login(s) for that period.