

CNI

COMMANDER, NAVY INSTALLATIONS

Commander, Navy Installations
Base Operating Support

ACTIVITY-BASED COSTING

DATA COLLECTION TOOL (DCT)

Part II
LABOR USERS GUIDE

Version 1.0

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LABOR ASSIGNMENTS

PURPOSE

- 2.1 Depending upon user access permissions, different types of assignments will be available for completion in the Data Collection Tool (DCT). This part of the user guide will assist the first type of user - those performing the most common type of assignment, the *Labor* Assignment. The purpose of this assignment is to assign time percentages to the activities that were performed during the previous month.

INITIAL LABOR ASSIGNMENT

- 2.1 The following screen will appear the first time a user enters the DCT to complete a labor assignment.

Select Activities

Step1:Please select a Process**Step2:**Please select/deselect Activities from the list below. **Step3:**click on 'Submit Selection' button.

Process

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

Select Activities

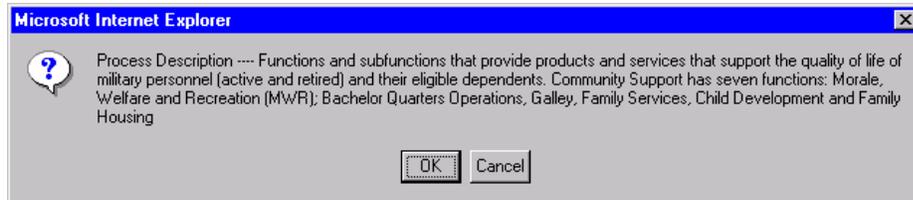
Step1:Please select a Process**Step2:**Please select a location **Step3:**Please select/deselect Activities from the list below. **Step4:**Click 'Submit Selection'.

Process

Location

- Please Select a Process
- Air Operations
- Port Operations
- Operations Support
- Personnel Support
- Housing
- Facility Support
- Environmental
- Public Safety
- Command & Staff
- Political Advisory Support and Civil Affairs

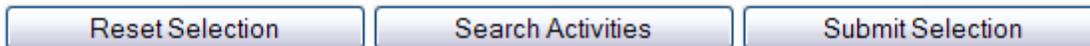
- 2.3 A brief description of that process will then appear. If the user is satisfied that it is the correct process, click **OK** to proceed, if not, click on **Cancel**.



- 2.4 After selecting **OK**, select a Base from the drop down Location 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'.



Process Port Operations

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

- 2.5 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
	<u>01.2.1.1</u>	 01.2.1.1 - Berthing & Hotel Services
	<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
<input type="checkbox"/>	<u>OK.01.2.1.1.1.6</u>	 OK.01.2.1.1.1.6 - Monitor Harbor Conditions
<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

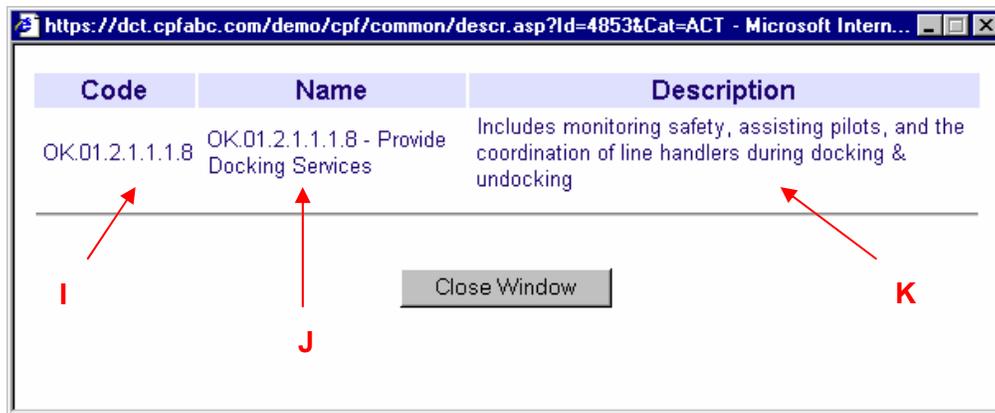
D ←

E ←

G

F

- 2.5 While processes and sub-processes are shown as a way of arriving at the applicable activities, the inputting of data is always to be 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 on the small blue ball next to the activity name. A 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".

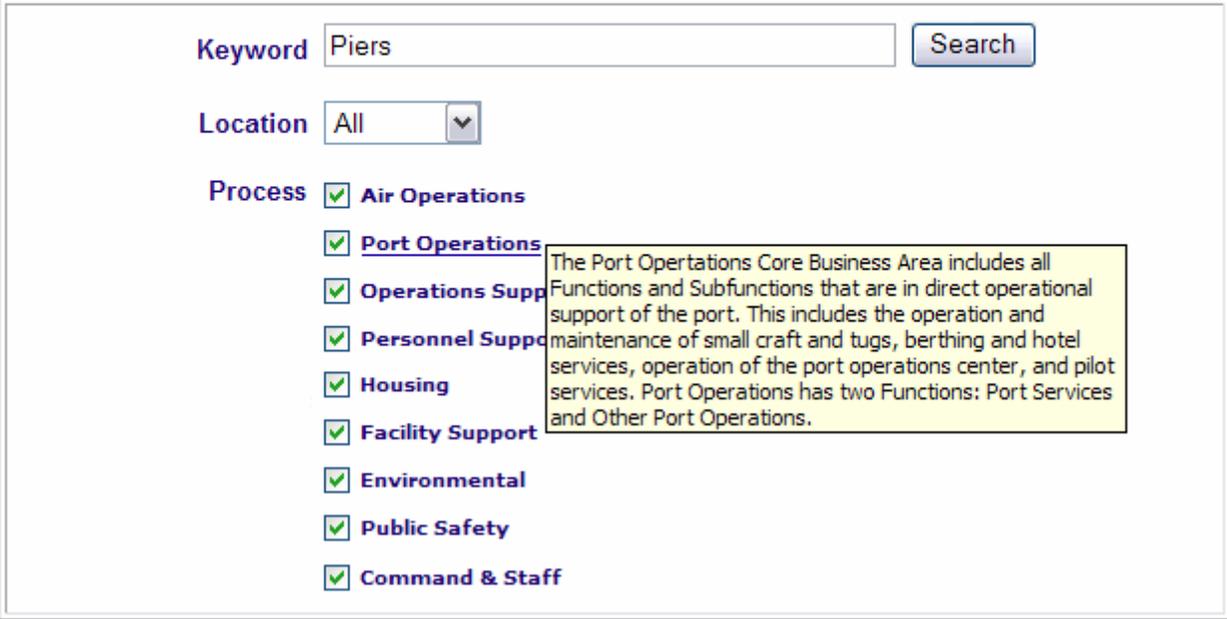
The screenshot shows a search interface with the following elements:

- Keyword:** A text input field containing "Piers". A red arrow labeled "L" points to the "Keyword" label.
- 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 "Location" label.
- 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".



Keyword

Location

Process

- Air Operations
- Port Operations
- Operations Support
- Personnel Support
- Housing
- Facility Support
- Environmental
- Public Safety
- Command & Staff

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 beneath their parent process. To add one or more to the activity list, click the checkbox next to the appropriate activities. Once the activities have been selected, click on the **Submit Selection** button to save them.
- 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 in their list of activities.
- 2.10 After clicking on **Submit Selection**, the assignment screen will appear. Users should validate their name (**P**), organization (**Q**), and the period for which the assignment is applicable (**R**). If the user is Military (Labor Type "M"), he/she must enter the actual number of hours worked in the previous period (month) (**Y**). These hours should include both functional and military duties. If the user is civilian, the block for hours will not appear on the screen. If any information is incorrect, users should contact the ABC Help Desk for assistance. Note: "Actual Hours Worked" box will not appear for civilian personnel (Labor Type: C).
- 2.11 If the user would like to add or change activities listed, click on the **Select/Deselect Activities** (**S**) button. The user will be asked if he/she wants to continue.

Labor Assignment

Step1: Enter the % time spent next to the appropriate activity. The Activity Assignment column sum must equal 100%. **Step2:** Click 'Submit Assignments' to save your Assignments.
Note: To change the Activities list, click 'Select/Deselect Activities'. To reset the Assignments, click 'Reset Assignments'.

Reset Assignments Select/Deselect Activities Search Activities Submit Assignments

Name: J Supervisor1 **Organization:** Nabc **Period:** 2002-Oct 1-15

Labor Type: M **Actual Hours Worked:**

Selected Activities	Assignments
CN.03.3.1.1.1- Provide Law Enforcement Services	<input type="text" value="50"/>
CN.03.3.1.2.1- Maintain Physical & Personal Security Equipment	<input type="text" value="20"/>
CN.03.3.1.3.1- Conduct Security Management	<input type="text" value="20"/>
CN.03.3.1.4.1- Provide Anti-Terrorism Operations Services	<input type="text" value="0"/>
CN.03.3.1.6.1- Provide Security Guard Ops	<input type="text" value="0"/>
CO.03.4.1.1.1.9- Support Military Duties	<input type="text" value="10"/>
SUM:	100 %

2.12 Once the user has returned to the Labor Assignment screen as shown above, the percentage of time spent performing that activity for the prior period can be entered into the box appearing next to each activity (T). The percentages must add up to 100% (U) or an error message will appear when the user clicks on **Submit Assignments** (V) to save the percentages.

- 2.13 A receipt page will then appear. This lists all activities selected and the percentages entered against each one. If desired, a copy of this list can be printed for future reference by clicking on the **Printable Version** link (**W**) on the bottom right-hand side of the screen.

Labor Assignment - Receipt Page

2002-Oct 1-15

Thank you for your submission. Please print your receipt below. To exit the DCT, click "Logout" in the left menu.

Name: **J Supervisor1** Organization: **Nabc** Period: **2002-Oct 1-15**
 Labor Type: **M** Actual Hours Worked: **100**

Selected Activities	Assignments
CN.03.3.1.1.1- Provide Law Enforcement Services	50
CN.03.3.1.2.1- Maintain Physical & Personal Security Equipment	20
CN.03.3.1.3.1- Conduct Security Management	20
CN.03.3.1.4.1- Provide Anti-Terrorism Operations Services	0
CN.03.3.1.6.1- Provide Security Guard Ops	0
CO.03.4.1.1.1.9- Support Military Duties	10
SUM:	100 %



[Printable Version](#)

- 2.15 This completes the Labor Assignment. To exit the DCT application, click on **Logout** in the DCT navigation menu on the left-hand side of the screen.

SUBSEQUENT PERIOD LABOR ASSIGNMENTS

- 3.1 Once the initial labor assignment has been completed, the DCT will store the activities entered in the previous period and the user will be immediately directed to his/her activity profile. All the assignment percentages however will be cleared (reset to 0%) for the new period.
- 3.2 If new activities were performed during the new reporting period, click on the **Select/Deselect Activity** button and select the new activities as appropriate. If no new activities were performed, just update the percentages of time against the same set of activities and click on **Submit Selection**. After viewing the receipt page, the user can logout.
- 3.3 If the user logs in during the same period, both the activities and the percentages entered during the previous login will be displayed.

LABOR ASSIGNMENT UPDATE PERIODS

- 4.1 The DCT will accept data during each entire calendar month for Labor data collections: 1st – end of month. Users will be able to login from the 1st to the end of each month and update their assignments against activities for the previous month.
- 4.2 It is strongly recommended that users login in as soon as possible after the DCT goes live each period and update their time against activities. At midnight on the last day of each month, a new period (month) will become effective in the DCT and users will no longer be able to update their time for the preceding month.
- 4.3 If users login more than once during the same period (e.g., on the 2nd and the 10th of the month), the activities and percentages entered during the last login will overwrite those entered earlier in the same period.