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**ITEM REDUCTION WEB-SITE CAPABILITY
(IRWSC)
SYSTEM**

USERS GUIDANCE MANUAL

Final Draft February --, 2002

Version 3 Draft – All User’s Information Incorporated

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CHAPTER 1: INTRODUCTION

1-1 BACKGROUND

In 1998 the DoD Item Reduction Working Group identified a requirement to enhance the current overall Item Reduction Program. The Defense Standardization Program Office (DSPO) provided start-up funding to develop the Item Reduction Web-Site Capability (IRWSC) System.

The DoD Item Reduction Working Group established a subgroup from within the working group membership to participate in the development of the IRWSC System. The subgroup consisted of representatives from the Army, Air Force, Navy, Marine Corps, GSA and the DLA Defense Supply Centers.

1-2 PURPOSE

This publication provides guidance, information and operational direction for conducting Item reduction Studies (IRS) using the IRWSC system.

1-3 SCOPE

The DoD Item Reduction Program is responsible for the review and elimination of unneeded items from the DoD inventory. The authorized standardization activities, in accordance with the published SD-1, Standardization Directory, are responsible for conducting IRS.

1-4 REFERENCES

- DoD 4120.24.-M, Defense Standardization Program (DSP) Policies and Procedures Manual, March 2000
- DLAM 4745.44, SAMMS Item Standardization Application (ISA) PC Program
- DLAM 4130.3, SAMMS Technical Operations Procedures Manual, Vol. I, Chapter 6, and Vol. II, Part 8, Item Standardization Application
- Military Services IR regulations/policies
- FMR Part 102-28, Federal Catalog System

- DLAM 4745.44, Vol III, Part 1. Standard Automated Materiel Management System (SAMMS) Item Standardization Application (ISA) Item Reduction Web Site Capability (IRWSC) Procedures/Users Manual.

1-5 MAINTENANCE OF PUBLICATION

- The Services and Agencies representatives participating in the IR Program may submit recommended changes to this publication, to the Defense Standardization Program Office, attention of the DoD IR Program Manager who has responsibility for maintaining this document.

CHAPTER 2: IRWSC SYSTEM

2-1 GENERAL

The IRWSC System will allow for the creation, development, review, coordination and standardization decisions finalization of IRS via the Internet. The IRWSC System adheres to, and is in accordance with the System Security Authorization Agreement (SSAA), and the IRWSC System is Classified as a “DITSCAP Classification Level One”.

2-2 ADMINISTRATION

The IRWSC System will provide (ensure) the system integrity, security and responsibilities for Originators, Reviewers and Custodians of IRS. Only those persons authorized to perform the individual functions as an Originator, Reviewer or Custodian will have (operational) access to those functions.

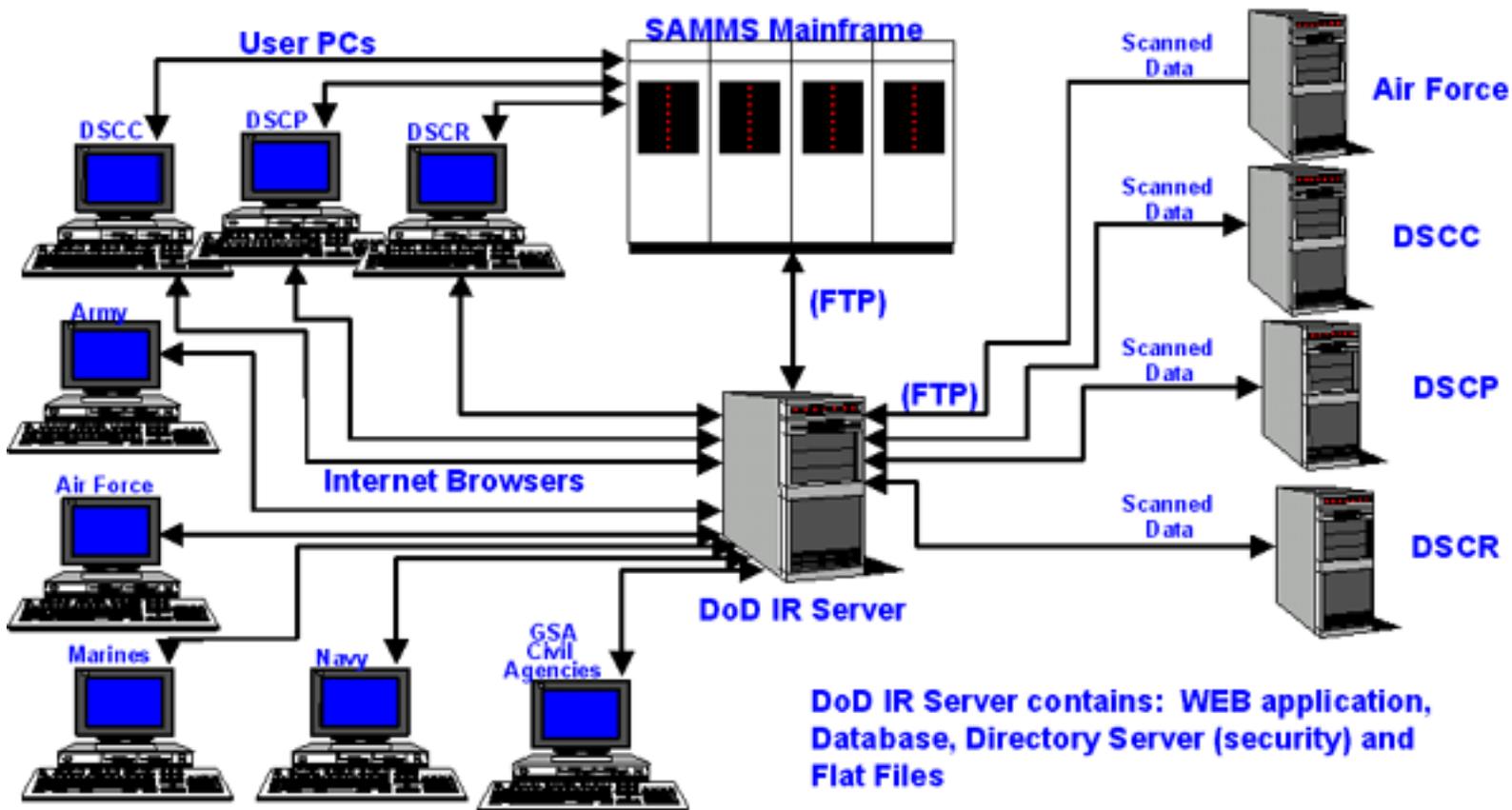
The existing Services’/Agencies’ automated systemic processes that support the IRS and the new manual input capability will ensure that the interface with the FLIS will continue so that standardization transactions will be recorded as necessary.

2-3 ITEM REDUCTION STUDY STRUCTURE

- The IRWSC System will use structure, format and content in accordance with DoD 4120-24-M. The IRWSC System will use the same structure, format and content as the hardcopy IRS that is currently used.
- The automated output generated from IRWSC will be identical/similar to the existing IRS hardcopy output. **See the IRS format outline at enclosure 1.**
- The IRS that is generated by the IRWSC System will be retained in history for five years after the study has been completed.

The typical IR Program and IRS process is depicted at enclosure 2.

2-4 IRWSC SYSTEM ARCHITECTURE DESIGN



2-5 MAINTENANCE OF IRWSC

- The system developers, DSIO, will maintain the IRWSC system and software application programs. The IRWSC is available twenty-four hours a day, seven days a week.

- If the IRWSC is not available after seven days, the DoD IR Program Manager (DSPO) will be contacted to determine if the IRWSC Contingency Plan should be invoked.

CHAPTER 3: RESPONSIBILITIES

3-1 GENERAL

All participants are responsible for ensuring that their Services and Agencies comply with, execute, and complete the following requirements under their area of responsibility:

- Identify authorized user
- Determine level of authority for user
- Ensure that the user has obtained the required system security for access, for example: PKI certificates.

Specifically, all Originators of IRS and Custodians will initiate and respond to IRS using the IRWSC. All users of the IRWSC will have Browse capability.

3-2 DSPO

Will have total oversight of the IRWSC system, regarding the policy and procedures.

3-3 HQ DLA

- Will have oversight responsibility for the maintenance and system operations for the IRWSC System.
- Will provide guidance to the supply centers instructing them on operations, policy and procedures for conducting an IRS.
- Will provide the responsible design activity (DSIO) system requirements and guidance for operating and maintaining the IRWSC System.
 - **Defense Supply Centers** will perform originating functions in conducting an IRS.
 - The responsible design activity will maintain the correct level of security for each user. The support that will be provided by the responsible design activity includes System Administration, Data Base Administration and maintaining the Help Desk.

3-4 GSA

- Will have IRS authority to perform Originator, Custodian, Reviewer, and Custodian functions for FAA, DTRA, NSA, NASA, and other civil agencies.

3-5 ARMY

- Will have IRS authority to perform Originator, Reviewer, and Custodian functions.

3-6 NAVY

NAVY-AIR and NAVY-SHIPS will have IRS authority to perform Custodian and Reviewer functions.

3-7 AIR FORCE

- Will have IRS authority to perform Originator, Reviewer, and Custodian functions.

3-8 MARINE CORPS

- Will have IRS authority to perform Reviewer and Custodian functions.

CHAPTER 4: IRWSC OPERATIONS

4-1 General

This chapter provides operational guidance in using the IRWSC System. The Item Reduction Web Site Capability (IRWSC) System is located in Columbus, Ohio and is maintained by the DLA Systems Information Office (DSIO). The IRWSC System consists of a dedicated server to support the IRS function and it is designed to work with internal and external DLA item reduction file information.

IRS information is input via File Transfer Protocol (FTP), and manual input for the purpose of completing the coordination of Proposed Item Reduction Study Lists (PIRSLs) and Expedited Item Reduction Study Lists (EIRSLs) for DLA and any Service/Agency that are responsible for originating an Item Reduction Study.

4-2 Objectives

The primary purpose of the IRWSC tool is to provide an electronic means of conducting IRS which includes the following aspects:

- Security – To ensure that proper security exists so that only authorized users gain access to the IRWSC.
- Level of Authority – assigning, changing and deleting.
- Problem Reporting
- Facilitate access to Technical Data
- Maintain History Records of IRS

4-3. System Access Requirements

- PKI - the IRWSC is a web-based application. Access to the IRWSC application requires that a user have a DoD Private Key Infrastructure (PKI) Certificate. This certificate along with the user's name and userid is stored in a directory server. The users are also assigned to groups in the directory server, which further defines their authority level in the IRWSC application.

- In accordance with the IRWSC System's System Security Authorization Agreement (SSAA), the IRWSC System is classified as a "DITSCAP Classification Level One".

To obtain access a DoD PKI Identity Certificate will be required.

- Go through your current TASO, for DLIS-KF.
- Identify Local Registration Authority (LRA) for your Service/Agency.
- Request from LRA an identity certificate for each user of the IRWSC Web-Site.
- Receive certificate and load on appropriate PC.
- Notify DSIO, They will need to know which of the DoD certificate authorities generated the certificate (CA-1 through CA-4), the serial number of the certificate, the name on the certificate. **Sample:** (John.Smith.L.01234567899 CA-1 Serial No. 00:11:99).

To log onto the IRWSC web site, you must open a browser window. You can use either Netscape or Internet Explorer connectivity (4.0), Windows 95 for browsing, Windows 98/NT or higher for scanning technical data, MS Exchange and/or MS Outlook or equivalent Adobe Reader Version 3.01 or higher.

Next enter the URL for the IRWSC web site:

<https://www.dodirwsc.dla.mil>

The “s” at the end of the http stands for secure http. This means 2 things. First that you have really reached the site you were trying to get to and second that everything that is sent between your browser and the server will be encrypted.

Once you enter the web site’s URL, you may receive the following warning. This is ok.

Click the Next button.

Choose the line Accept this certificate forever (until it expires). And then click the Next button.

Click the Next button.

Click the Finish button. Now you should not see these messages when you log on to the site.

The browser may show a secure document dialog box. Click on continue.

Now you should see the main menu.

To log off the web site, you must close all browser windows that you have opened.

4-4 System Requirements

- **Hardware Requirements**

This IRWSC application may require the following hardware (depending on the user's needs):

- Pentium Processor, 200+ MHz or faster, 32 Mb RAM, 20 MB disk space.
- 3 GB Hard Drive
- Monitor should be 17" or larger

- **Software Requirements**

- This application will require the following software for the user:
- Windows 95 for browsing
- Windows 98/NT or higher
- MS Exchange and/or MS Outlook or equivalent
- Netscape or Internet Explorer connectivity (4.0)
- Adobe Reader Version 3.01 or higher

4-5a Browsing IRS

BROWSING AN ITEM REDUCTION STUDY

To browse an item reduction study, choose browse studies from the IRWSC main menu.

From this screen you can search through the active and history studies.

You can limit the search or you can list them all.

The first way you can limit the studies you see is by choosing PIRSL (Proposed IRS), EIRSL (Expedited IRS) or both. You can also choose Active, History, or both. You can select a Service or Activity Code, enter only a FSC, or supply all of the Project Data. Or you can use a combination of all of them. Once you have entered the data, you receive the following screen. From here you can limit the display of the study to show only indexes that have Jedmics drawings that means the indexes have J in the PRC/TDA field. You do this by checking the box and the clicking on Display Studies.

To display studies select one or more of the studies from the list. To choose more than one hold the control key down on the keyboard while highlighting the studies with the mouse.

Once you select your studies, you receive the following display.

You can also get this data into a word document by clicking on the [HERE](#) link.

4-5 LOADING IRS

- FTP interface to IRWSC
- External systems have the capability to FTP their applicable proposed IRS to the IRWSC.
- Manual input of IRS in the IRWSC
- Expedited and Proposed IRSs may be made on-line using the IRWSC by any originator.

- The format displayed will reflect the hard copy IRS that is currently used whether the IRS is automatically or manually entered.

4-6 EDITING IRS

- All fields except the Project Number may be edited prior to the activation of the IRS.

4-7 TECHNICAL DATA INTERFACE

- Scanned Data provides capability to retrieve, display and store technical data.
- Provides identification of the repository of the JEDMICS drawings.
- Provides hyperlink to various commercial technical data web sites.

4-8 ACTIVATION OF IRS

- The Originator activates the IRS when all editing is completed and verifies the technical data is on the IRWSC.

- All DLA Originators of IRS will DELETE scanned data from their local server after the scanned data is verified on the IRWSC.

PURGE HISTORY

- The IRS is available for viewing and downloading while in History status. The IRWSC will automatically purge the IRS and all related summaries five years after its status was changed to History.

CHAPTER 5: DEFINITIONS, ABBREVIATIONS AND ACRONYMS5-1 DEFINITIONS

Activate (IRS) - To take an IRS from pre-release status and change it to an active status. When the IRS is activated, appropriate Services/Agencies are notified via email.

Authority Levels:

- a. Browser – Will have permission to browse active studies/scanned data with summary sheets; history status studies/no scanned data with summary sheets and response summaries.
- b. Reviewer - Will have browse permission authority plus authority to acknowledge, review and make comments to applicable IRSs.
- c. Custodian - Will have Browser and Reviewer permission authority plus authority to change Reviewer comments and make final response to Originator. Also make updates to applicable activity and points of contacts tables for their activities. Overall comments to an IRS may be made by each Service/Agency Custodian.
- d. Originator - Will have browser permission authority plus authority to originate IRS, maintain IRSs (from Activation to History) and applicable Scanned data.

CNI - Response field to proposed standardization family, Reviewers to Custodians to Originators.

Data Base Administrator (DBA) - The DSIO DBA will monitor data loads, dB and saving of data to the IRWSC database. Any changes required for IRWSC information will be facilitated by the Data Base Administrator.

Internal DLA Document Identifier Codes (DICs):

- a. IAS: Internal transaction for adding standardization Relationship.
- b. IDS: Internal transaction for deleting standardization Relationship
- c. YAR: Internal transaction for indicating Service/Agency Coordination of a Proposed/Expedited Item Reduction Study List
- d. YAY: Internal transaction to request Item Reduction Study Publication

IRWSC Help Desk – The IRWSC “Help Desk Facility” is located at DSIO, Columbus, Ohio and it should be the first contact point that a User should call for assistance with the IRWSC. The POC telephone number is: commercial 614-692-9060 or DSN 850-9060.

History (IRS) – Is the status of an IRS when complete by the Originator. The IRS history can still be viewed through the Browse process. The IRS history will be maintained on the IRWSC Server for 5 years (after the date the IRS was Flagged (recorded) to History).

Item Standardization Codes - See DoD 4100.39-M, Vol 10, Table 91 for the list of Codes and definitions.

PRC/TDA Codes - Proposed Reason Code/Technical Data Availability Codes - Codes identified by the Originator of an IRS to provide additional information to the Reviewer/Custodian. **See DLAM 4130.3, Vol II, Part 12, Appendix A-37 for the list of codes and their definitions.**

Pre-Release - Status of an IRS when editing is completed by the Originator Activity before it is activated.

Purge – The IRWSC System process automatically purges an IRS five years after an IRS has been Flagged to History.

Response Sheet - An Updated Summary of Responses from each Custodian for viewing by the Originator. Provides Service/Agency information (responses, dates and applicable comments).

Summary Sheet - An updated summary of information about the IRS. The Point of Contact, IRS statistics, responses, overall comments, and individual nonconcurrency information if applicable.

System Administrator - The individual is the person at DSIO that has the responsibility of the daily maintenance of the IRWSC server. This will include any software and hardware upgrades.

5-2 ABBREVIATIONS AND ACRONYMS

CIRL - Completed Item Reduction Listing

CPU - Central Processing Unit

CSCI - Computer Software Configuration Item

dB - Database

DIC - Document Identifier Code

DITSCAP – DoD Information Technology Security Certification and Accreditation Process

DLA - Defense Logistics Agency

DNA - Defense Nuclear Agency (See DTRA)

DoD - Department of Defense

DSC - Defense Supply Center

DSIO - DLA System Integration Office

DSPO - Defense Standardization Program Office

DTRA - Defense Threat Reduction Agency

EIRSL - Expedited Item Reduction Study List

FAA - Federal Aviation Association

FLIS - Federal Logistics Information Service

FSC - Federal Supply Class

FTP - File Transfer Protocol

GSA - General Services Administration

HWCI - Hardware Configuration Item

IR - Item Reduction

IRA - Item Reduction Activity

IRS - Item Reduction Study

IRWSC - Item Reduction Web-Site Capability

ISA - Item Standardization Application

ISC - Item Standardization Code – The ISCs can be found in DoD 4120.24-M, AP8. Appendix 8, Item Reduction Program

ISF - Item Standardization File

JEDMICS - Joint Engineering Drawing Management Information and Control System

MB - Megabyte

MHz - MegaHertz

NASA - National Aeronautical and Space Administration

NSA - National Security Agency

NSN - National Stock Number

NT - New Technology

PIRSL - Proposed Item Reduction Study List

PKI - Private Key Infrastructure

POC - Point of Contact

PRC/TDA - Proposal Reason Code/Technical Data Availability

RAM - Random Access Memory

SAMMS - Standard Automated Materiel Management System

SCR - System Change Request

SD-1 - Standardization Directory - 1

SQL - Structured Query Language

SSAA - System Security Authorization Agreement

STZC - Standardization Code

TDA - Technical Data Availability

UA - Using Activity

URL - Uniform Resource Locator

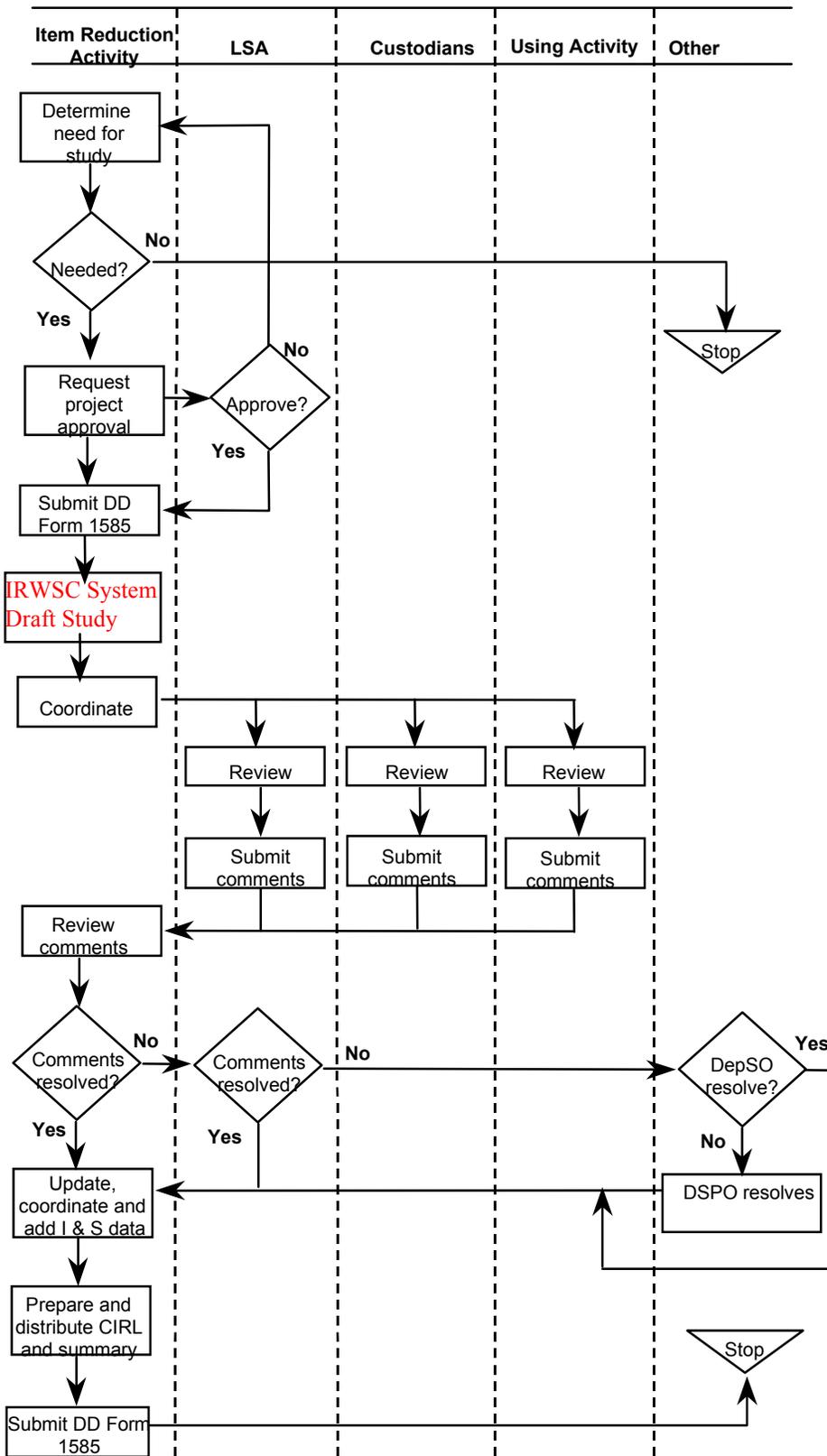


Figure I-1. Typical Process for Item Reduction Study

Enclosure 2

PROPOSED/EXPEDITED ITEM REDUCTION STUDY LIST (CONT'D)

RRPORT NO E-384 XXXXX ORC XXXXX	(1) XXXXXXXXX ITEM REDUCTION STUDY LIST 2) IRS PROJ-NO XXXX-XXXX-XX	(3) XXXXXK PAGE NO JULIAN DATE
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THIS ITEM REDUCTION STUDY LIST HAS BEEN PROPOSED BY THE DEPARTMENT OF DEFENSE FOR CONSIDERATION ONLY

INDEX	ITEM NAME	ASGD NSN/MPN	CAGE	REPNO-LOG	RNVC	PRC/TDA	USERS
REMARKS						RNCC	STZC
NO							
XXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXX	XXXXX	XXXXXXXXXXXXXXXXXXXXXX	X	X X X	XX XX XX

NOTES

- (1) WORK 'PROPOSED' OR 'EXPEDITSD' WILL APPEAR AS APPLICABLE.
- (2) IRS PROJ-NO XXXX—XXXX—XX WILL APPEAR ON PROPOSED LISTING. FSC XXXX WILL *APPEAR* ON EXPEDITED LISTING.
- (3) 'MASTER' OR SERVICE/AGENCY TITLE WILL BE ON TAILORED PROPOSSD LISTINGS AS APPLICABLE.

II-12-F384-4

Enclosure 1