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Contract No. F33657-92-D-2055/0062
CDRL A009, Data Item DI-MGM F-80057
Report No. SID/MR-94/0064

(Unclassified)

TASK ASSIGNMENT PLAN

for

DBOF Budget Support

Prepared for

HQ USAF/LGSI
1030 Air Force Pentagon
Washington, DC 20330-1030

22 December 1994

Prepared by

DTIC QUALITY INSPECTED 4

Synergy, Inc.
1763 Columbia Road, NW
Washington, DC 20009-2834

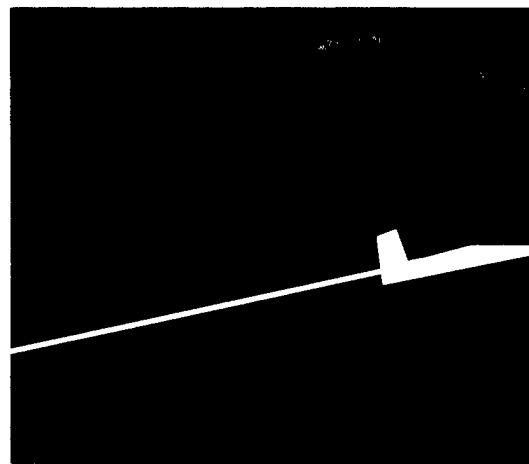
Submitted by

SIDAC
5100 Springfield Pike
Dayton, Ohio 45431

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6. AUTHOR(S) Laura Loverro Lisa Lambie Susan Gantz	
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7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) Synergy 1763 Columbia Rd., NW Washington, DC 20009	8. PERFORMING ORGANIZATION REPORT NUMBER SID12199
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13. ABSTRACT (<i>Maximum 200 words</i>) The budget development process must be responsive, flexible, and accurate so that the Aircraft/Missile Support Division can respond to questions and challenges from OSD and Congress. The inability to respond adequately to these questions could degrade the ability of the Supply and Maintenance communities to support the USAF's peace and war missions. Because the budget process used by the Depot Maintenance Business Area (DMBA) is not sufficiently flexible and responsive, AF/LGSY and SAF/FMBM have organized a DMBA Budget Process Review. Synergy will provide both analytical and technical support to these processes. The primary goal of the DMBA Budget Process Review is to improve the internal DMBA budgeting and pricing processes. Specific improvements to the DMBA Budget Process include: 1) improved accuracy of the budget, 2) improved timeliness of budget submissions, 3) more flexibility in analyzing the impact of proposed changes, 4) improved assessments of the impact of cost and customer funding changes on prices, and 5) improved assessments of the impact of overall workload changes on individual customers. This document explains the goals, objectives, and technical approach of the task explained above.

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Synergy, Inc.
1763 Columbia Road, NW
Washington, DC 20009
202-232-6261
FAX: 202-232-8359

23 December 1994

HQ USAF/LGSI
1030 Air Force Pentagon
Washington, DC 20330-1030
Attn: Maj Randy Moller

Dear Maj Moller:

Contract F33657-92-D-2055
SIDAC Task No. 83
Delivery Order No. 0062
CDRL A009, Data Item MGMT-80057

Enclosed is the Task Assignment Plan for *DBOF Budget Support*, as required under the above-referenced contract.

If you have questions, please contact me at 202-232-6261.

Sincerely,

A handwritten signature in cursive script that reads "Laura A. Freund".

for Susan B. Gantz
Task Leader

SBG/wet

c: DCMAO (Mr. Leon Sulton) Letter Only
SIDAC (Mr. Heston Hicks)

Contract Number F33657-92-D-2055
SIDAC Task Number 83, D.O. 0062
CDRL A009, Data Item No. DI-MGMT-80057

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HQ USAF/LGSI
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SIDAC
5100 Springfield Pike, Suite 120
Dayton, Ohio 45431-1231

**Task Assignment Plan
on
DBOF Budget Support**

Introduction

The mission of the Aircraft/Missile Support Division is to support the Defense Business Operations Fund (DBOF) budget process by developing budget requirements from a functional standpoint, defending the budget to the Office of the Secretary of Defense (OSD) and to Congress, and overseeing the execution of the budget. AF/LGSY works hand-in-hand with the Secretary of the Air Force, Financial Management (SAF/FM) community in this process. To accomplish its mission, the budget development process must be responsive, flexible, and accurate so that the Aircraft/Missile Support Division can respond to questions and challenges from OSD and Congress. The inability to respond adequately to these questions could degrade the ability of the Supply and Maintenance communities to support the USAF's peace and war missions. Because the budget process used by the Depot Maintenance Business Area (DMBA) is not sufficiently flexible and responsive, AF/LGSY and SAF/FMBM have organized a DMBA Budget Process Review. Synergy will provide both analytical and technical support to these processes.

Goals and Objectives

The primary goal of the DMBA Budget Process Review is to improve the internal DMBA budgeting and pricing processes. Specific improvements to the DMBA Budget Process include: 1) improved accuracy of the budget, 2) improved timeliness of budget submissions, 3) more flexibility in analyzing the impact of proposed changes, 4) improved assessments of the impact of cost and customer funding changes on prices, and 5) improved assessments of the impact of overall workload changes on individual customers.

Technical Approach

Synergy will provide support to HQ USAF/LG in two areas. The first area of support covers the analysis and programming required to use the Automated Budget Analysis/Centralized User System (ABACUS) during the FY96 Budget Estimate Submission, the FY96 President's Budget, and the FY96 Midyear Execution Review. This support will include new reports and modifications of existing reports, the addition and training of new users, and other analytical support required by ABACUS users to develop the DBOF budget.

The technical approach for the DMBA effort consists of using the Integrated Computer Aided Manufacturing Definition Language (IDEF) methodology to continue analyzing the current DMBA budgeting and pricing processes, identify process improvements, develop a desired DMBA process and build an implementation plan for achieving those improvements. Synergy will support the DMBA Budget Process Review in completing the DMBA AS-IS and TO-BE IDEF0 Activity and IDEF1x Logical Data Models, and by assisting in developing an implementation plan for implementing the DMBA TO-BE process. The IDEF Activity Modeling will identify process deficiencies, data deficiencies, and automation opportunities. IDEF1x Logical Data Modeling consists of modeling the data required to perform the business activities identified by the IDEF0 Activity Modeling.

Synergy will accomplish this support by facilitating IDEF conferences and distributing IDEF Information Kits aimed at building the AS-IS and TO-BE models, and by providing IDEF modeling support to the conference participants. IDEF Conferences will be held periodically at the five Air Logistics Centers, and at the HQ Air Force Materiel Command. Facilitated IDEF Conferences will be used in order to build consensus within the group on the various models, in addition to educating all members of the working group. Information Kits

consisting of the IDEF models will be maintained and distributed following each IDEF Conference. Information Kit cycles will be used to keep members informed on the modeling efforts, in addition to providing a structured method to solicit feedback from team members.

Inputs

Access to and use of the SAF/FMB minicomputer (referred to as coan1), and to three personal computers in SAF/FMBMR in the Pentagon, each with access to the HQLAN.

For the DMBA effort, Synergy will require the use of government facilities at SAF/FMBMR and USAF/LGSY offices in the Pentagon when gathering information from personnel in these offices. Periodic IDEF Conferences will be held at Air Logistics Centers and at the HQ Air Force Materiel Command, as scheduled. Synergy will also require use of government facilities at these locations for the IDEF Conferences. Facilities required include one large conference room with a capacity to hold about 50 people, and a smaller work room. Synergy will also require government-furnished equipment at each conference location to include at least 2 smart boards or large white boards, a 486 PC, a 386 PC, a Postscript Laser printer, and Windows, WP6.0 for Windows, Powerpoint, and Timeline software.

Project Schedule and Milestones

Table 1 provides a project timeline for this task order.

Table 1. Project Timeline

DELIVERABLE	DUE DATE
Task Assignment Plan (A009)	22 December 1994
Contractor's Progress Status and Management Report (A004)	Monthly
Technical Report/Study Services (A001)	21 September 1995

Deliverables

The following documents will be delivered as part of this project.

Task Assignment Plan (CDRL A009) — The Task Assignment Plan establishes the goals and technical approach to be used in this project.

Contractor's Progress Status and Management Report (CDRL A004) — This monthly report will inform the SIDAC COTR of the progress on this project.

Technical Report/Study Services (CDRL A001) — The Technical Report will document the project activities and analysis results. This will include the IDEF models developed to describe the AS-IS and TO-BE DMBA Budget Processes, the logical data model, and the migration strategy.

Project Staffing and Experience

The key personnel for the ABACUS effort include Ms. Susan Gantz, Mr. Kevin McCool, Ms. Sandra Cihlar, and Mr. Phil Sanders. These personnel have worked on the ABACUS system for the past 3 years. Ms. Gantz, the lead analyst, has a graduate degree in economics and 10 years of experience working in logistics and financial analysis for the Air Force. Mr. McCool, the lead programmer, has a graduate degree in Computer Science and 10 years of experience in his field. He specializes in designing and implementing data base management systems. Ms. Cihlar, also a programmer, has 15 years of experience in her field. She specializes in data base management systems, testing, and quality control. Mr. Sanders, who has a background in Mathematics and Computer Science, serves as the primary programmer/analyst responsible for maintaining the current ABACUS system and is intimately familiar with the system. Mr. Sanders has 5 years' total experience working in logistics and financial analysis. Besides these key personnel, three other programmers and analysts will also work on this task.

The key personnel for the DMBA effort will include Ms. Susan Gantz, Ms. Lisa Lambie, Mr. Alex Bocast, Mr. Andrew Pelletz, Ms. Laura Loverro, and Ms. Lynne Neely.

Ms. Susan Gantz will oversee the project and ensure that it is completed within the time frame specified in the Statement of Work (SOW). Ms. Lisa Lambie will perform all project control activities. She will be responsible for daily supervision as well as being responsible for overall technical quality control. Both Ms. Gantz and Ms. Lambie were the primary financial analysts on previous Synergy IDEF tasks to model the Air Force, Defense Logistics Agency (DLA) and Marine Corps asset management processes. In addition, both Ms. Gantz and Ms. Lambie have been involved in DBOF budget formulation since its inception in 1991 and have additional experience working with USAF/LGSY and SAF/FMBMR on budget-related matters.

Mr. Alex Bocast, an off-site consultant, will function as the IDEF expert on the project, facilitating the IDEF Conferences and providing expertise in IDEF activity and data modeling. Mr. Andrew Pelletz, Ms. Laura Loverro and Ms. Lynne Neely will assist in performing IDEF activity and data modeling, and developing and distributing IDEF Information Kits. Ms. Neely will provide technical support by performing all IDEF activity and data modeling using the MetaDesign IDEF software. Clerical support will be used to assist with documentation.

Points of Contact

Government points of contact (POCs)

<u>Name</u>	<u>Organization</u>	<u>Commercial Phone #</u>
MAJ Randy Moller	HQ USAF/LGSI	703-695-6730
Ms. Mary Grathwohl	HQ AFMC/SCXR	513-257-5284

SIDAC POCs

Mr. Heston Hicks	Special Projects Office	513-258-6776
Ms. Elaine Piper	Special Projects Office	513-258-6790

Synergy POCs

Ms. Lisa Lambie	Synergy, Inc.	202-232-6261
Ms. Susan Gantz	Synergy, Inc.	202-232-6261