SUGGESTED PERFORMANCE INDICATORS (U) HAMM (E L) AND ASSOCIATES INC VIRGINIA BEACH VA 1984 DACA65-84-C-0011
***SUGGESTED PERFORMANCE INDICATORS***

PREPARED UNDER
CONTRACT NUMBER DACA65-84-C-0011
NORFOLK DISTRICT CORPS OF ENGINEERS
WATERFIELD BUILDING
803 FRONT STREET
NORFOLK, VIRGINIA 23510

PREPARED FOR:
COMMANDER, U.S. ARMY
INSTALLATION SUPPORT ACTIVITY
EUROPE

PREPARED BY:
E. L. HAMM & ASSOCIATES, INC.
5701-A PRINCESS ANNE ROAD
VIRGINIA BEACH, VIRGINIA 23462

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DATA SOURCE:  
IFS - Shop Backlog and Workforce Distribution (FNO) Report  
Manual - Performance and Productivity Control System  
Reports USAREUR Reg 5-20

CHARTS REQUIRED:  
DEH - Summary  
Each Shop  
Each Overhead Staff

DATA PLOT FREQUENCY:  
Weekly - Maximum or monthly - minimum

NOTES:  
Example target 77.8% - should be adjusted for local conditions.  
Total hours per employee  
Less sick leave  
Less holidays  
Less vacation  
Less other  
2088 per year  
95  
104 (13 days)  
240 (30 days)  
24 (Safety mtgs., snow days, etc.)

Total Available Hours  
1625/2088 x 100 = 77.8%

1625 per year
IJO SHOP DAYS BACKLOG

DATA SOURCE:
Extract data from the IFS FNO Shop Backlog and Workforce Distribution Report.
For manual systems consult the Workforce Utilization and Backlog Management Report.

CHARTS REQUIRED:
Prepare one chart for the total DEH and one for each shop.

DATA PLOT FREQUENCY:
Monthly

NOTES:

CHARTS REQUIRED: DEH - Summary Each Shop

DATA PLOT FREQUENCY: Weekly - Maximum or Monthly - Minimum

NOTES: This data can be charted on one graph with the percentages for PM's, SO's, and 500's. Show command target for category of work.
Tabulate IJO's into respective age group.

CHARTS REQUIRED:

DATA PLOT FREQUENCY: Prepare Monthly

NOTES:
DATA SOURCE:
IFS Report - Shop Performance on completed IJO's (FLO)
Manual - DA PAM 426-6, Chapter 5 Procedures

CHARTS REQUIRED:
DEH - Summary
Each Shop performing IJO's

DATA PLOT FREQUENCY:
Weekly or Monthly

NOTES:
Prepare same information for SO's and PM using IFS Shop Performance (SO & PM) FKO Report or DA PAM 420-6 CH 5.
DATA SOURCE: IFS - Shop Backlog and Workforce Distribution (FNO) Report
Manual - Workforce Utilization and Backlog Management Report

CHARTS REQUIRED: DEH - Summary
Each Shop

DATA PLOT FREQUENCY: Weekly - Maximum or Monthly - Minimum

NOTES: This data can be charted on one graph with the percentages for IJO's, PM's, and S00's.
Show command target for category of work.
AVERAGE TIME PER SO TASK

DATA SOURCE: IFS - Shop Performance SO's and PM (FKO)

CHARTS REQUIRED: Each Shop

DATA PLOT FREQUENCY: Weekly - Maximum or Monthly - Minimum

NOTES:
DATA SOURCE: IFS - Service Order Backlog (By Shop) FJO manual

CHARTS REQUIRED: Each shop performing service orders

DATA PLOT FREQUENCY: Weekly - Maximum or Monthly - Minimum

NOTES:
DATA SOURCE: IFS - Shop Backlog and Workforce Distribution (FNO) Report
                      Manual - Workforce Utilization and Backlog Management Report

CHARTS REQUIRED: DEH - Summary
                       Each Shop

DATA PLOT FREQUENCY: Weekly - Maximum or Monthly - Minimum

NOTES: This data can be charted on one graph with the percentages for IJO's, PM's, and SO's.
       Show command target for category of work.
DATA SOURCE: IFS - Shop Backlog and Workforce Distribution (FNO) Report
Manual - Workforce Utilization and Backlog Management Report

CHARTS REQUIRED: DEH - Summary
Each Shop

DATA PLOT FREQUENCY: Weekly - Maximum or Monthly - Minimum

NOTES: This data can be charted on one graph with percentages for
1J0's, 50's, and 500's.
Show command target for category of work.
DATA SOURCE: FESS - Supply Management Report

CHARTS REQUIRED: One

DATA PLOT FREQUENCY: Weekly - Maximum or Monthly - Minimum

NOTES:
DATA SOURCE: FESS - Supply Management Report

CHARTS REQUIRED: One

DATA PLOT FREQUENCY: Weekly - Maximum or Monthly - Minimum

NOTES:
DATA SOURCE: FESS - Supply Management Report

CHARTS REQUIRED: One

DATA PLOT FREQUENCY: Weekly - Maximum or Monthly - Minimum

NOTES:
STANDBY ZERO BALANCE

DATA SOURCE: FESS - Supply Management Report

CHARTS REQUIRED: One

DATA PLOT FREQUENCY: Weekly - Maximum or Monthly - Minimum

NOTES:
Oustanding Requisitions

DATA SOURCE: FESS Open Order Report - Days Overdue

CHARTS REQUIRED: One

DATA PLOT FREQUENCY: Monthly - Tabulate into respective age group for Days Overdue

NOTES:
DATA SOURCE: FESS - Supply Management Report

CHARTS REQUIRED: One

DATA PLOT FREQUENCY: Weekly - Maximum or Monthly - Minimum

NOTES:
CHARTS REQUIRED: Prepare one for each shop.

DATA SOURCE: Data contained in the IFS FK0 Shop Performance (SO & PM) Report calculated quarterly.

DATA PLOT FREQUENCY: Quarterly

NOTES:
DATA SOURCE: Cumulative costs for the respective shop 500.

CHARTS REQUIRED: Each shop drawing shop stock

DATA PLOT FREQUENCY: Monthly

NOTES:
DATA SOURCE: IFS - Shop File Report (FS1)

CHARTS REQUIRED: Each Shop

DATA PLOT FREQUENCY: Monthly

NOTES: Overhead Rate and effective can be plotted on the same chart for each shop.
DATA SOURCE: IFS - Shop File Report (FS1)

CHARTS REQUIRED: Each Shop

DATA PLOT FREQUENCY: Monthly

NOTES: Overhead Rate and effective rate can be plotted on the same chart for each shop.
DATA SOURCE: DEH Budget Branch distributes .K9200 Balance to AMS Accounts using Labor Expense % Functional Group Code. Track monthly payroll and verify that all employees are submitting L&E Cards.

CHARTS REQUIRED: One for total DEH.

DATA PLOT FREQUENCY: Monthly/Quarterly.

NOTES: See IFS Vol IIIB, pages 5-58 through 5-60 for procedures of "Analysis and Distribution-Labor Suspense Account (.K9200)". A significant balance is an amount > 5 of the total payroll for a quarter. Analysis required to determine reasons if > 5.
DATA SOURCE:  IFS FNO Shop Backlog and Workforce Distribution Report. For manual systems divide total accumulated sick leave by total hours to date.

CHARTS REQUIRED: One for total DEH
One for each shop and each overhead staff

DATA PLOT FREQUENCY: Weekly - Maximum or Monthly - Minimum

NOTES:  Target 95 hours per employee average
95/2088 x 100 = 4.5%
Target should be adjusted for staffs with DAC employees. U.S. Target is 64 hours per employee.