

14-month wall-to-wall inventory completed at DDJC

By Doug Imberi, DDJC Public Affairs

After 14 months of counting more than 800,000 stock numbers in more than 1.5 million locations, Defense Distribution Depot San Joaquin, Calif.'s (DDJC), wall-to-wall inventory was completed in mid-December 2005.

DDJC was the first of the Defense Distribution Center's (DDC) 26 worldwide distribution centers to initiate a 100 percent inventory. Among the benefits were a balanced inventory, cleaner storage locations, and adding more than \$2 million worth of unaccounted for stock back to the inventory.

The wall-to-wall inventory was part of DDC's Swarm inventory improvement initiative to improve inventory accuracy at every DDC center.

Swarm is not an acronym, but a concept of applying increased resources to correct a problem quickly and comprehensively.

The inventories started with a scrub which included a location survey and housekeeping measures such as repackaging, restacking, and re-palletizing to prepare the location for a count. Once the counts were complete and the Distribution Standard System (DSS) updated, the plan for sustainment included sample inventories in 30 or 60 day cycles, research to identify where process errors occurred, and Plan, Do, Study, Act, projects to ensure continuous improvement.

Additionally, an Incoming Supply Discrepancy Reporting document is sent to the Bin and Bulk Division each month. These reports detail supply discrepancies from the customer by warehouse, discrepancy code (overage, shortage, wrong item, etc.), stock number, or document number with the selector's or packer's code.

Spreadsheets were provided to the storage areas listing all inventory adjustments made as a result of sample inventory along with data supporting suspected causes.

As each section was completed, a ribbon cutting ceremony was held to

signify the warehouse had a completely accurate inventory to maintain from that point forward.

"Inventory can count the stock over and over, but the success of maintaining the accuracy is in the hands of those who staff the warehouse," said DDJC Accountable Officer Gloria Monares.

Throughout the wall-to-wall inventory, Swarm training was being conducted by DDC's Inventory Policy and Procedures Office. Inventory, Bin, and Bulk personnel attended training that dealt specifically with inventory, receiving, stock readiness and warehousing issues required to maintain inventory accuracy.

Payroll Center of Excellence pays off

By Lori Spiegel, DDC Command Affairs

The Payroll Center of Excellence initiative has paid off. That was the key message during a recent DDC Lunch & Learn session. The Defense Distribution Center's (DDC) Chief of Pay and Accounting Division Sharon Shaffer and Pay and Entitlements Team Lead Bonnie Zinn talked to the group about the DLA Financial Operations initiatives.

In response to transformation initiatives to consolidate payroll support for civilian employees, as well as have a backup plan for payroll, DLA has established two Payroll Centers of Excellence. Each center now provides payroll support services for all DLA civilian employees. The centers are located at DDC headquarters in New Cumberland, Pa., and DLA headquarters in Fort Belvoir, Va.

"These Centers of Excellence will result in improved efficiency, standardized processes, and better customer service," said Shaffer. "DDC was asked to take the lead on the initiative because of our recognized performance and experience with providing support to customers located throughout the world.

"The rationale to maintain two sites, which can concurrently transfer functions

between each other, is to ensure we can continue operations should something happen at one of the sites," Shaffer said. "Both sites are capable of providing support to all customers, which should alleviate any major issues, such as employees not receiving their pay."

The DDC Payroll Center of Excellence is designed to respond to pay inquiries by employees, supervisors or timekeepers. They also input employee voluntary pay changes such as Direct Deposit, allotments, union dues, and savings bonds.

"Employees are encouraged to continue using My Pay for Leave and Earning statements (LES) and end-of-year W-2 forms," Shaffer added. "The office will also research aged issues and problems, such as adjustments and personnel actions, and compute pay and leave audits when requested."

DDC has the largest share of personnel of all the DLA field activities at 65 percent. DDC now has a total of 13,535 payroll accounts and has increased its staff by two to assist with the additional workload. "We have picked up locations and customers we have never serviced before," said Shaffer.



Sharon Shaffer, Chief of the Pay and Accounting Division (right) and Bonnie Zinn (seated) spoke to the October Lunch & Learn group about the Financial Operations payroll initiatives.

DDC Financial Operations assumed payroll functions for Document Automation and Production Service (DAPS), Defense Logistics Information Service (DLIS), Defense Reutilization and Marketing Service (DRMS), Defense National Stockpile Center (DNSC), and Defense Supply Center Richmond (DSCR).

The Fort Belvoir site assumed payroll functions for Defense Energy Support Center (DESC), Defense Supply Center