



414th Base Support Battalion

Productivity Improvement Review

28 APRIL 2004

~Making A Difference~

Making it Better, Faster, Cheaper!



414th Base Support Battalion



PIR Initiatives

COMPLETED

SHARE
IDEAS

• BB&T Recovery	\$315,900	
• Packing & Crating Material Recovery	\$ 8,000	
• Hire Lag Opportunities (Deployment)	\$ 22,000	
• TISA Freezers (Energy)	\$ 24,500	
	(\$ 3,500/mo)	
• DOL Workers for Kaserne Clean Up	\$ 25,000	
• DFAC Workers for Self-Help	\$ 4,500	
Consolidate AF/NAF Motor Pool	\$210,000	} \$333,500 Annual Manpower Savings
BOD Functions Consolidated	\$ 89,000	
DCA Admin Functions Consolidated	\$ 25,000	
Food Service Supervisor Slot to Worker	\$ 9,500	
ISA Form Reproduction	\$ 3,500	
Establish Human Resource Cell		

\$736,900



414th Base Support Battalion



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PIR Priority List

- A1. **Improve** Recycle Rates (DPW)
 - A2. **Reduce** processing time and man-hours for reports of survey (DOL)
 - A3. **Create** an auto resale/auction program to produce income for MWR programs as a result of disposing of donated vehicles (DCA)
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- 1. Consolidate DPW RM Functions with LO to BSB RM
- 2. Convert Illusions Roller Rink to Kid's Korner
- 3. Establish Community PDP Site
- 4. Reduce SOs as a Percentage of Total Work Requests thru Improved Planning

B

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B

- 5. Establish Permanent POV Storage Site
- 6. Consolidate Truck Master Duties into Dispatcher Job Description
- 7. Improve Customs Process (Form 30-3) to Prevent SIT Costs
- 8. Improve IPBO Delivery to BSBs
- 9. Add Ponds QA to Snap Coordinator Duties
- 10. Obtain Automated Fingerprinting System
- 11. Establish MWR Internet Access in ITC
- 12. Evaluate OT for Best Use of Manpower Savings
- 13. TISA Catalogue Publication
- 14. TISA Order Processing



DIRECTORATE PUBLIC WORKS



GOAL: Improve Recycle Rates

GOAL CHAMPION: DPW

PIR PROJECT #/TITLE: A1. Improve Recycle Rates with a target of 35% by the end of FY 04

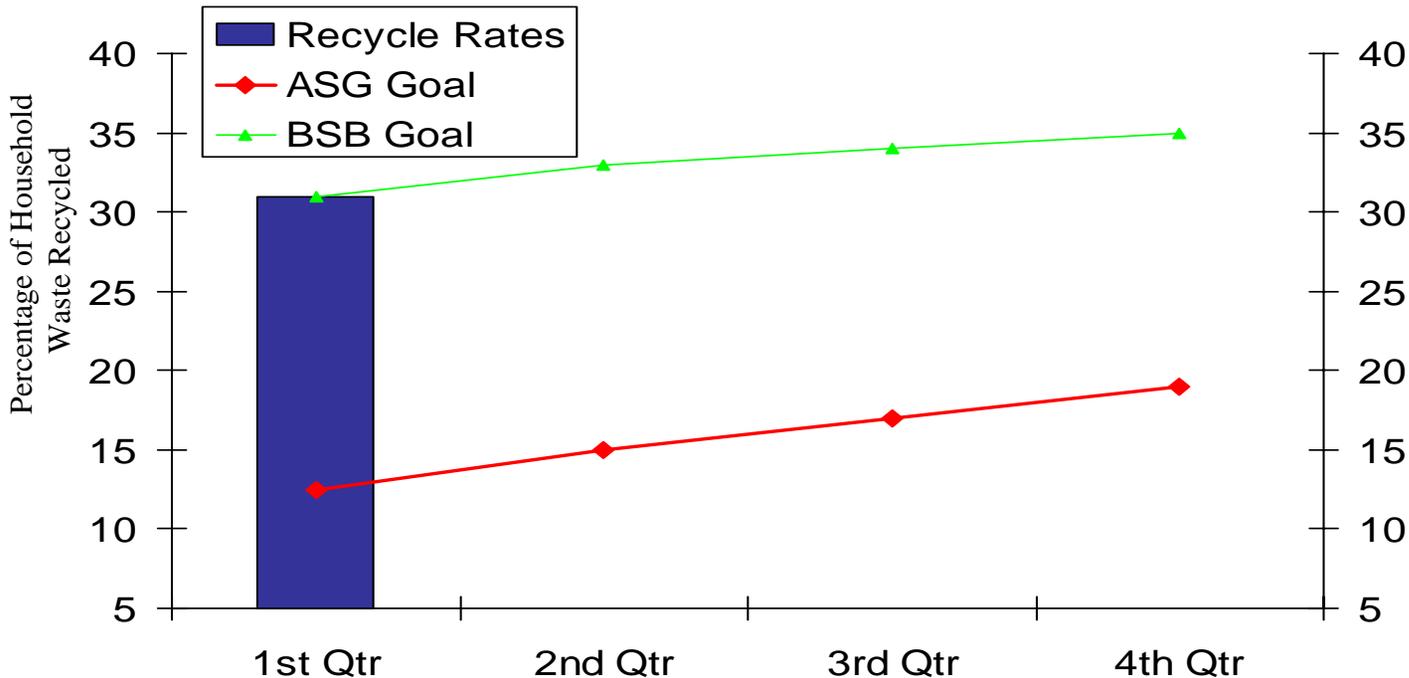
STAFF PROPONENT

POC: Mr. Kirk Marek, DPW

DSN: 322-1560,

Kirk.Marek@bsbdpw.hanau.army.mil

DESCRIPTION: Currently the 414th BSB falls well below the IMA-E standard which requires that 2/3 or 66% of household waste must be recycled. The average recycle rate across the ASG is 12.3%. Just executed a contract with the city of Hanau for recycle containers and pick up schedule effective NOV 03 greatly improving recycle rates.





DIRECTORATE OF LOGISTICS



GOAL: Reduce Processing Time and Man-hours for Reports of Survey

GOAL CHAMPION: DOL

PIR PROJECT #/TITLE: A2. Streamline the processes to reduce ROS peak processing time to 90 days or less (FY 04).

STAFF PROPONENT (Phone #/email address):

POC: Mr. Schneck, DOL,

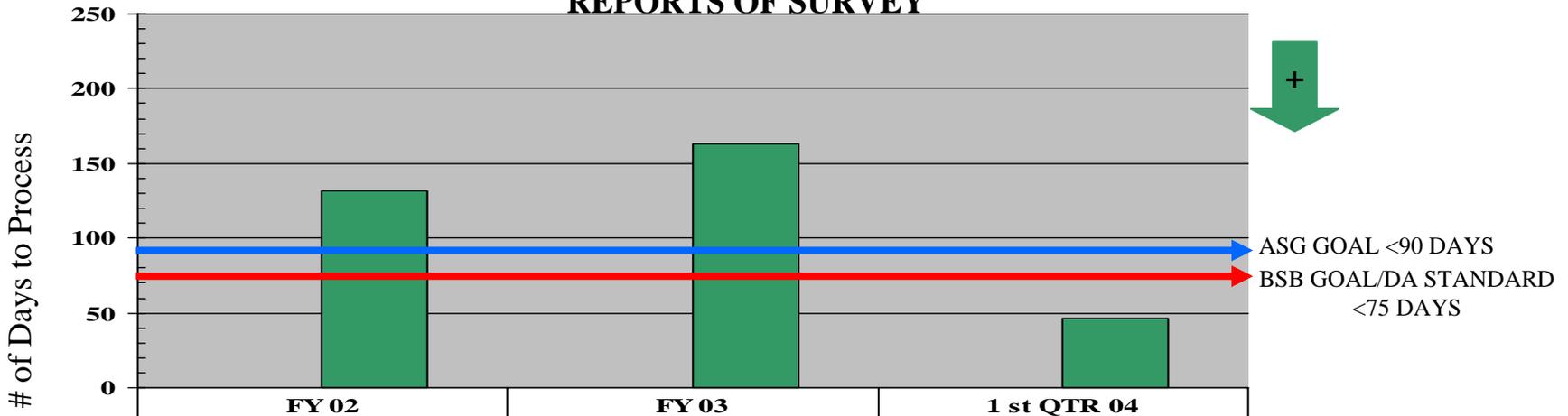
DSN: 322-1540

Gene.Schneck@104asg.army.mil

DESCRIPTION: BSB tracks compliance with AR 735-5.

Maintain effective programs to meet the DA Standard of 75 Days processing time. Implement paperless report of survey (PROS) similar to ACQUILINE. PROS will improve current procedures by reducing processing time, reducing paper copies, and automating the tracking process.

REPORTS OF SURVEY



	FY 02	FY 03	1 st QTR 04
■ SURVEYS			
■ AVG DAYS	132	163	46
SURVEYS	14	17	6
OPEN	2	5	6

AVERAGE # of Days 56



GOAL 4: DELIVER CUSTOMER FOCUSED SUPPORT AND SERVICES

PIR CHAMPION: HHD/ DCA

PIR PROJECT #/TITLE: **A3. Create an auto resale/auction program to produce income for MWR programs.**



STAFF PROPONENT (Phone #/email address):

POC: Mr. Doug Stanley, DCA

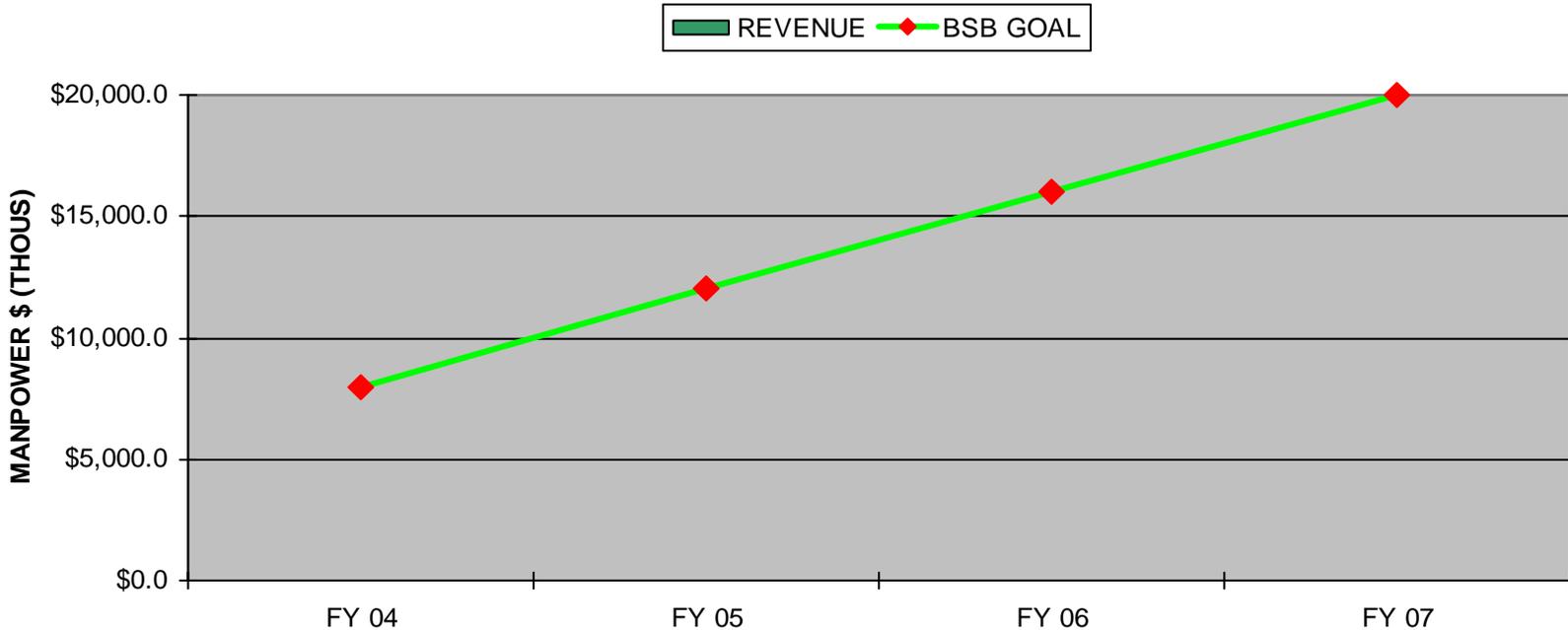
CPT Phelps, HHD Commander

DSN: 322-8391

Doug.Stanley@104asg.mwr.army.mil

DESCRIPTION: Combine Auto Skills Center, Disposal Lot to provide a one-stop opportunity for the many cars within the footprint. Alter disposal program to a donation/disposal program and use the resale lot for selling donated/repaired cars to create a profit opportunity.

PRODUCTIVITY IMPROVEMENT REVIEW PROJECT MILESTONES





GOAL: MANAGE RESOURCES EFFICIENTLY

PIR CHAMPION: DPW

PIR PROJECT #/TITLE: 1. Consolidate Resource Management Functions



STAFF PROPONENT (Phone #/email address):

POC: Mr. Marek, DPW

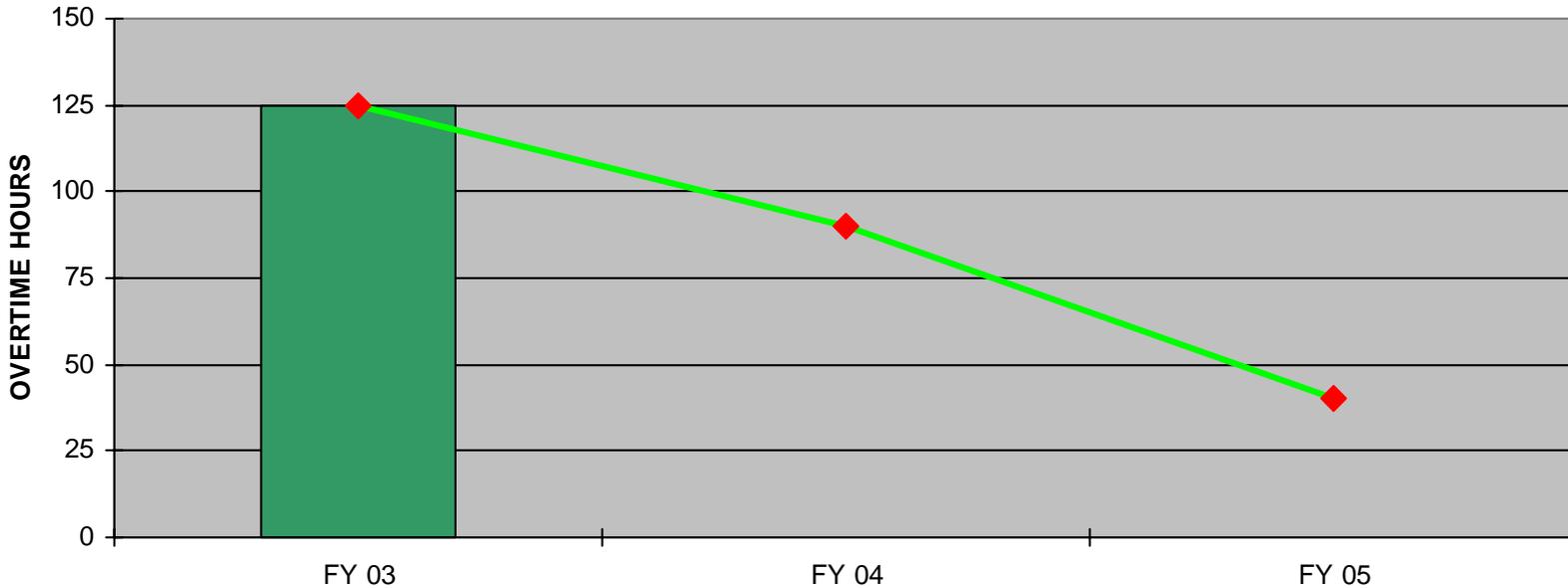
DSN: 322-1560

Kirk.Marek@bsbdpw.hanau.army.mil

DESCRIPTION: Consolidate Army Family Housing and OMA budget analysts into one office within the DPW and collocate one budget analyst with the 414th RM office. This is a time savings initiative to enhance the efficiency of DPW budget functions.

PRODUCTIVITY IMPROVEMENT REVIEW PROJECT MILESTONES

■ OVERTIME ◆ BSB GOAL





GOAL 4: DELIVER CUSTOMER FOCUSED SUPPORT AND SERVICES

PIR CHAMPION: DCA

PIR PROJECT #/TITLE: **2. Convert the Illusions Roller Rink into a Kid's Korner.**



STAFF PROPONENT (Phone #/email address):

POC: Ms. Silvia Berglund, DCA

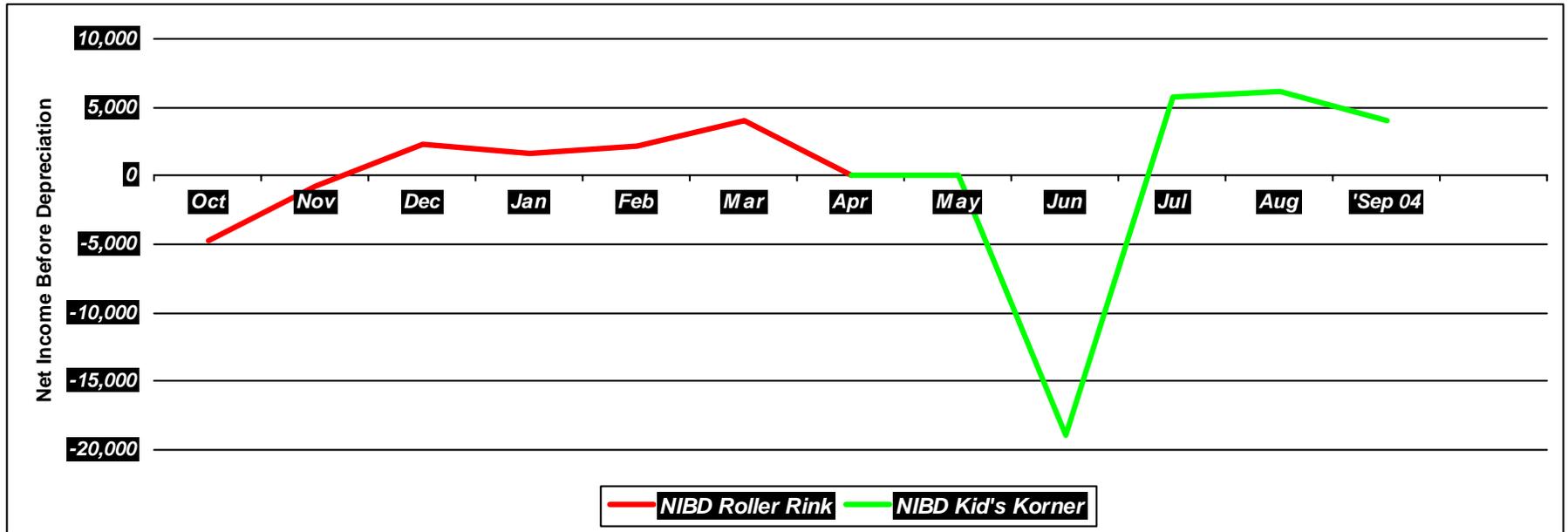
DSN: 322-1550

Silvia.Berglund@104asg.mwr.army.mil

DESCRIPTION: Convert the Illusions Roller Rink to a Kid's Korner. The facility will have a soft play climbing area, redemption amusement games, a toy redemption shop, 2 birthday rental rooms and a snack bar area. The decision to convert was based on industry & military trends.

The dip in June is due to start up costs for the Kid's Korner.

PRODUCTIVITY IMPROVEMENT REVIEW PROJECT MILESTONES





GOAL: CONDUCT PREDEPLOYMENT OPERATIONS

PIR CHAMPION: S2/3

PIR PROJECT #/TITLE: 3. Establish Permanent Pre-Deployment Processing (PDP) Site



STAFF PROPONENT (Phone #/email address):

POC: Mr. White, BSB S2/3

DSN: 322-1530

mason.white@104asg.army.mil

DESCRIPTION: Community conducts PDP operations in three different location in the Hanau Area quarterly. The unit that is PDPing must provide 5-8 soldiers for area set-up and agencies must transport equipment to and from the site and set-up. The S-3 must request phone line activation and in some cases establishment in order to have required commo. The BSB IMO must set-up a hub and run data connections to Medical, and the 55th PSB so they can conduct required checks and enter data on personnel.

PRODUCTIVITY IMPROVEMENT REVIEW PROJECT MILESTONES

Efficiency Initiative – estimate manpower cost avoidance
At \$15,000 per year.



GOAL: Improve planning and programming of routine work

GOAL CHAMPION: DPW

PIR PROJECT #/TITLE: 4. Reduce SOs as a Percentage of Total Work Requests thru Improved Planning



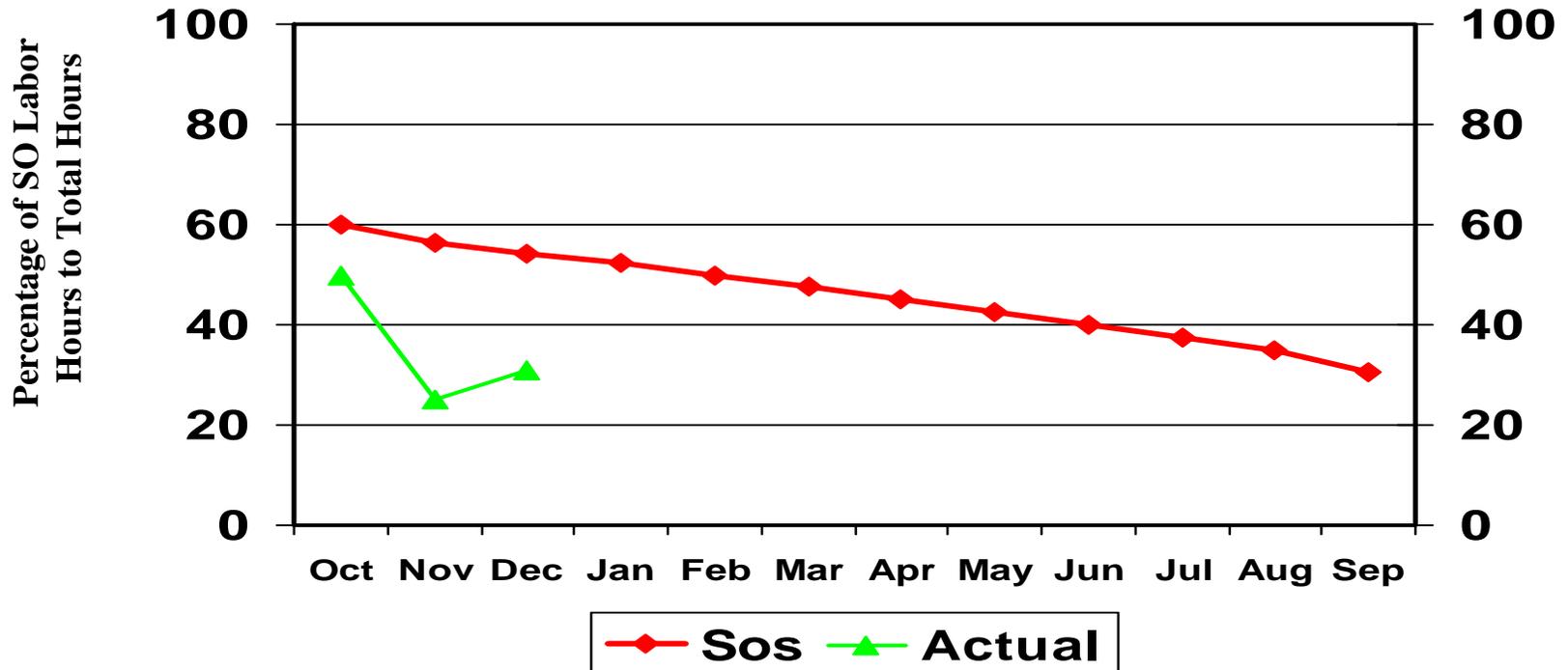
STAFF PROPONENT

POC: Mr. Kirk Marek

DSN: 322-1560

Kirk Marek@bsbdpw.hanau.army.mil

DESCRIPTION: The goal of the 104th ASG DPW is to improve planning and programming of routine work. One of the key indicators of effective planning is the percentage of man hours spent accomplishing service orders (which are not necessarily included in plans). Reduction of this rate to 30% is the target for FY 04.





DIRECTORATE OF LOGISTICS



GOAL: SUPPORT DEPLOYMENT/REDEPLOYMENT OPERATIONS

GOAL CHAMPION: DOL

PIR PROJECT #/TITLE: P1 Establish one permanent POV storage lot at the BSB

STAFF PROPONENT (Phone #/email address):

POC: Mr. Schneck, DOL, 322-1540

Gene.Schneck@104asg.army.mil

DESCRIPTION: This would be an improved service to our community to have one POV storage lot dedicated to support future deploying units subject to space availability.



Saves time and money in the long run



DIRECTORATE OF LOGISTICS



GOAL: RIGHT WORK FORCE (TDA)

GOAL CHAMPION: DOL

PIR PROJECT #/TITLE: P2 Consolidate Truck Master duties into a Dispatcher job.

STAFF PROPONENT (Phone #/email address):

POC: Mr. Schneck, DOL, 322-1540

Gene.Schneck@104asg.army.mil

DESCRIPTION: Eliminate the position and consolidate into one of the dispatcher position. This will result in savings and increase productivity of a qualified and experienced person.



Efficiency Initiative – estimate manpower cost savings at least \$ 26,472 per year.



DIRECTORATE OF LOGISTICS



GOAL: CPPSO tracks total SIT to include that paid for inbound shipments that go into SIT and SIT incurred due to late 30-3 form from Customs.

GOAL CHAMPION: DOL

PIR PROJECT #/TITLE: **P3 Improve Customs 30-3 form support to the PPPO to prevent outbound HHG shipment SIT costs.**

STAFF PROPONENT (Phone #/email address):

POC: Mr. Schneck, DOL, 322-1540

Gene.Schneck@104asg.army.mil

DESCRIPTION: By Customs not submitting 30-3 in a timely manner missing 30-3 causes unnecessary delay in movement of customer's HHG and added storage costs to the government.



Require Customs to attend outbound briefings, resulting in 30-3s completed before leaving the briefing.



DIRECTORATE OF LOGISTICS



GOAL: CPPSO tracks total SIT to include that paid for inbound shipments that go into SIT and SIT incurred due to late 30-3 form from Customs.

GOAL CHAMPION: DOL

PIR PROJECT #/TITLE: **P4 Direct ship ASG/centrally ordered property directly to each BSB IPBO to prevent double handling and transportation expenses.**

STAFF PROPONENT (Phone #/email address):

POC: Mr. Schneck, DOL, 322-1540

Gene.Schneck@104asg.army.mil

DESCRIPTION: Have property delivered to the BSB it is to go too instead of all of it coming to 414th. The savings here are enormous.

Here are the savings as I see them:



-Warehouse work to off load and ensure all that was delivered is there. This is hourly work for your personnel. You can also include warehouse storage cost here

-Property accountability work to pick up and then take of the property book. I am sure there are 2 entries required here, 1 to pick up and 1 to issue to the BSB.

-BSB must pick up. This is the mileage rate for the NTV and the hourly rate for man hours.

-To do all this work, you get no extra personnel, yet have far more work for your PBO then the other BSB.