

Logistics Courses

DLA Customer Assistance Logistics

Seminar length: 2 days

Seminar number: MMSUP000005

Continuing Education Units: 1.6



Description

This seminar provides the participants with a broad overview of the DLA logistics concepts and principles from the customer's perspective. Participants gain a complete understanding of the logistical relationship between their agencies and DLA.

Participants receive an overview of the functions of DLA supply centers, DLA Distribution, DLA Business Services, and the Defense Contract Management Agency (DCMA). Participants will learn via hands-on access to logistics databases used to interface with DLA activities, and the Services such as the

- Logistics Portal (LOGPORT)
- DAAS Inquiry (DAASINQ)
- DLA Transaction Services
- DLA Distribution
- Distribution Standard System (DSS) Inquiry
- DLA Disposition Services
- WebFLIS
- Asset Visibility
- Web Virtual Logistics Information Processing System (WebVLIPS)
- DSS MRO Shipping Tracking System
- DRMS INQ
- DOD EMALL

A DLA Customer Service Representative (CSR) will be available during the seminar to answer questions and discuss concerns unique to the sponsoring activity.

Seminar objectives

- Identify the
 - major mission of DLA and its Field Activities, and
 - key concepts and initiatives of the distribution process.
- Explain the logistical relationship between their agency and DLA.
- Utilize logistics databases to interface with DLA.

Who should attend

This seminar is designed for military service and civilian agency customers of DLA who interface with and require an understanding of how DLA supports them.

Prerequisite: None

Maximum number of seminar participants: 25

Seminar manager: Robert Finney

Seminar cost: No charge if sponsored by DLA CSR, otherwise \$5,200 per class.

DLA Security Assistance/Foreign Military Sales (SA/FMS) Management

Course length: 2½ days

Course number: GEN800FMS10

Continuing Education Units: 2.0



Description

The purpose of this course is to provide participants with the introductory information on DLA's SA/FMS policies, responsibilities, and processes. This 2½ day course is designed to train personnel in the following areas:

- Inventory Control Points (ICP)
- DLA Distribution
- Transportation
- Defense Contract Management Agency (DCMA)
- DLA Disposition Services
- DLA Logistics Information Service
- Selected Military Service participants

Participants will learn how to execute the DLA FMS mission and interface/support the foreign customer. The course covers the DLA procedures and policies for initial, as well as follow-on support and delivery of FMS items to the foreign customer. Areas of coverage as they pertain to SA/FMS are:

- Policies, laws, and regulations
- DLA SA Program Overview
- FMS Requisition Processing
- International Logistics Program
- Waivers/Special Support Arrangements and Country/Case Suspensions
- Requirements determinations
- Supply Discrepancy Report (SDR) procedures

Description, continued

- DLA Distribution policies and directives
- FMS warehouse procedures
- FMS transportation policies and procedures
- DCMA, DLA Disposition Services, and DLA Logistics Information Service operations in support of FMS

Course objectives

- Describe the Agency's mission, roles, and responsibilities.
- Explain the U.S. Foreign Policy.
- Explain the U.S. SA Policy.
- Describe the DLA organizations involved with SA.
- State some of the programs included in SA.
- Describe how FMS requirements are generated.
- Describe the Agency's Order Fulfillment process for FMS requirements.
- Describe the basic FMS transportation policy.
- Name the three delivery elements involved in the movement of FMS material.

Who should attend

This course is designed for all DLA personnel who are involved with FMS-related work at DLA activities. This includes those personnel who process requisitions, materiel release orders, discrepancies/supply deficiency reports, SA/FMS transportation requests, etc.

Prerequisite: None

Maximum number of course participants: 25

Course manager: Toni Jenkins

Course cost: \$6,500 per class

Contact DLA Training for per student price.

For more information about our courses, call 1-800-458-7903 or DSN 850-5990

DLA Supply Management

Course length: 15 days

Course number: MMSUP000002

Continuing Education Units: 12.0



Description

This course provides basic required training for newly assigned personnel in supply career fields through formal classroom instruction and on-the-job training (OJT).

The training includes a variety of instructor-led subjects with follow-up on-the-job practices (OJP).

The subject matter is split into three parts of instruction as follows:

- Customer Support—Part I (5 days)
- Programs and Reports—Part II (5 days)
- Practical Applications—Part III (5 days)

Course objectives

- Discuss DLA Business Practices.
- Explain Order Fulfillment processes, jobs, roles, and responsibilities.
- Name primary Automated Information Systems utilized with DLA and systems interfaces.
- Examine Customer Sales Order processing in SAP.
- Review SAP records (Material Master, Customer Master, Vendor Master).
- Describe Unfilled Orders (backorder) process and Material Obligation Validation (MOV).
- Explain discrepancy process and procedures.
- Analyze Material Returns process.
- Discuss Special Programs Requirements program.

Course objectives, continued

- Discuss Financial Management and the Defense Working Capital Fund.
- Explain Demand Planning processes, jobs, roles, and responsibilities.
- Describe how Enriched Demand Plans (forecasts) are created in JDA.
- Describe the Demand Forecasting Unit (DFU).
- Explain the Supply Planning processes, jobs, roles, and responsibilities.
- Describe the Time Phased Inventory Plan (TPIP) and how it is created.
- Identify Replenishment Method Codes.
- Describe the Stock Positioning process.
- Define the Weapons Systems Support Program (WSSP).
- Discuss Key Performance Indicators and Reports for Supply Operations.
- Describe Military Standard Requisitioning and Issue Procedures (MILSTRIP) Format/Manual, Exception Sales Orders, and related documents.
- Describe Inventory and Accounting processes and responsibilities.
- Use Online Help Resources.
- Explain Item Entry (cataloging).
- Interpret and apply technical guidance provided to Supply Specialists.
- Define common acronyms and abbreviations used within DLA.

DLA Supply Management, Continued

Who should attend

This course is intended for personnel assigned as Demand Planners, Supply Planners, Customer Account Specialists, Resolution Specialists, and Tailored Vendor Logistics Specialists. It is required for all entry-level interns in the Supply Management Program. Additionally this course is mandatory for employees who must qualify for General Business and Industry, GS-1101, Multifunctional Supervisory and Managerial positions. OJPs are applicable to all students. Additionally, all students are required to have the following:

- Access to SAP/JDA
- Trainer/mentor

Individuals not assigned to one of the jobs mentioned or who are second and higher level supervisors/managers of multifunctional work units at a DLA supply center should attend the DLA Training course *DLA Supply Management Overview* (MMSUP000073).

Prerequisite: Participants should have successfully completed the DLA Training course *Introduction to DLA Logistics* (GEN0CL4S79)

Course cost: \$29,000 per class

Public offering: \$1,450 per student

Maximum number of course participants: 25

Course manager: Christine French-Jones

For more information about our courses, call 1-800-458-7903 or DSN 850-5990

DLA Supply Management Overview

Course length: 5 days

Course number: MMSUP000073

Continuing Education Units: 4.0



Description

This course will provide DLA supply center managers and other personnel, who specialize in career fields other than Planning or Order Fulfillment, with a comprehensive overview of the DLA Planning concepts and techniques. Specific topics include:

- DLA business practices
- Automated information systems used throughout DLA/DOD for wholesale-level management
- Cataloging
- Logistics Reassignment
- Backorder Management
- Discrepancy Reports
- Order Fulfillment
- Planning (Demand/Supply)
- DLA Supply Support Programs
- Financial Management and Defense Working Capital Funds (DWCF)
- Item Closeout

Course objectives

- Define Order Fulfillment and identify its key processes.
- Describe the planning processes (Demand and Supply).
- Describe how DLA prepares and manages its budget.
- Describe the item closeout process.

Who should attend

This course is designed for second-line and higher supervisors and managers of multifunctional work units at DLA supply centers who have no background in Planning or Order Fulfillment. It is also designed for personnel who specialize in career fields other than Supply Management (such as Contracting, Technical, and Quality Assurance) who require a detailed overview of Supply functions (Planning/Order Fulfillment and Programs).

Note: First-line multifunctional work unit supervisors should take the 3-week DLA Training course *DLA Supply Management* (MMSUP000002)

Prerequisite: None

Maximum number of course participants: 25

Course manager: Jeremy Swonger

Course cost: \$9,300 per class

Public offering: \$425 per student

For more information about our courses, call 1-800-458-7903 or DSN 850-5990

Equipment Management and Control System (EMACS) (Maintenance)

Course length: 4 days

Course number: LOG99004074

Description

This hands-on course is designed for DLA activities with maintenance shops to familiarize the participants with the four areas of equipment management handled by EMACS:

- Identification of equipment
- Maintenance of equipment
- Utilization of equipment
- Reporting

Course objectives

- Add, update, delete, or change data on equipment in the system.
- Update and maintain maintenance schedules on all equipment.
- Process disposed of equipment records.
- Inquire the status of any equipment.
- Produce and save reports.
- Interpret Key Management Indicator (KMI) Reports.

Who should attend

This course is designed for personnel from maintenance activities at the user or manager level who need to know how to use EMACS to maintain and/or manage their activity's equipment inventory.

Prerequisite: None

Maximum number of course participants: 15

Course manager: Judy Coleman

Course cost: Currently funded for DLA employees by the DLA Installation Support

For more information about our courses, call 1-800-458-7903 or DSN 850-5990

Equipment Management and Control System (EMACS) (Non–Maintenance)

Course length: 3 days

Course number: LOG99003074

Description

This hands-on course is designed for DLA activities without maintenance shops to familiarize the participants with the four areas of equipment management handled by EMACS:

- Identification of equipment
- Maintenance of equipment
- Utilization of equipment
- Reporting

Course objectives

- Add, update, delete, or change data on equipment in the system.
- Inquire the status of any equipment.
- Process disposed of equipment records.
- Produce and save reports.
- Interpret Key Management Indicator (KMI) Reports.

Who should attend

This course is designed for personnel from non-maintenance activities at the user or manager level who need to know how to use EMACS to maintain and/or manage their activity's equipment inventory.

Prerequisite: None

Maximum number of course participants: 15

Course manager: Judy Coleman

Course cost: Currently funded for DLA employees by the DLA Installation Support

Equipment Management and Control System (EMACS) Container Module

Course length: 1½ days

Course number: DTC08CLS013

Description

This hands-on course is for DLA Energy activities using EMACS to track and maintain containers; and is designed to familiarize the participants with the two areas of equipment management handled by EMACS:

- Identification of containers
- Reporting requirements

Course objectives

- Add, update, delete, or change data on containers in the system.
- Inquire the status of any container.
- Produce and save reports.

Who should attend

This course is designed for personnel from DLA Energy at the user or manager level who need to know how to use EMACS to maintain and/or manage their activity's container inventory.

Prerequisite: None

Maximum number of course participants: 15

Course manager: Judy Coleman

Course cost: Currently funded for DLA employees by the DLA Installation Support

For more information about our courses, call 1-800-458-7903 or DSN 850-5990

Inventory Theory

Course length: 3 days

Course number: DTC07CLS004

Description

This course is designed to assist DLA employees with a basic understanding of inventory and the resolution of inventory-related inquiries. The training provides an overview of distribution functions, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) transactions, and the Distribution Standard System (DSS) inquiries as they relate to inventory-related issues. This training will enable employees to interact with the DSS to inquire the

- receipt of material
- on-hand inventory balances
- shipping/transportation status, and
- screens used in research.

The participants will be required to use the DSS data to solve real-world scenarios. Participants are encouraged to ask questions and be willing to participate in classroom exercises and assignments.

The logistical focus of this training is to ensure that our customers get the right item, at the right time, in the right quantity, for the least possible cost and best value to the customer. The Department of Defense (DOD) operates the largest logistics system in the world, and this training will equip you to provide the best customer service possible in support of the warfighter.

Course objective

Participants will be able to explain the basic functionality of

- the distribution operations function
- MILSTRAP
- inventory adjustments, and
- basic DSS login, applications, and functions.

Who should attend

This course is designed for DLA personnel assigned as Resolution Specialists and Customer Account Specialists.

Prerequisite: None

Maximum number of course participants: 25

Course manager: Michael Beasley

Course cost: \$6,500 per class

Public offering: \$325 per student

For more information about our courses, call 1-800-458-7903 or DSN 850-5990

Matériel Management Contingency Training (MMCT)

Course length: 5 days

Course number: DLSC9000075

Description

This course is designed to provide designated personnel deployed with troops in an active theater of operations with the information necessary to represent DLA. The course includes an in-depth description of requisition processing at retail and wholesale levels of supply. The course focuses on sources of requisitioning and delivery information available to DLA representatives, including how to interpret that information and apply it to the solution of logistical problems that could inhibit combat operations.

Although the bulk of instruction deals with how DLA provides repair parts, the course covers all types of supply items managed and delivered by DLA to include clothing, medical supplies, subsistence, and fuels.

Course objectives

- Represent DLA as part of the DLA Support Team (DST) in an active theater of operations.
- Analyze logistical problems which may inhibit tactical operations and recommend solutions.
- Interrogate automated information systems and other sources to extract data relevant to customer logistical problems.
- Identify DLA organizations and find appropriate points of contact in each.

Who should attend

Attendance is limited to those persons nominated for deployment with a DST. Attendance is scheduled through Headquarters DLA in conjunction with preparation for overseas deployment.

Prerequisite: Selection as a member, or potential member of a DLA Support Team.

Course cost: Course is funded by HQ DLA

Online requirements:

<http://www.hr.dla.mil/training/coursedeliv/courses/MMCTdownloads.html>

Maximum number of course participants: 25

Course manager: Pat Calhoun

For more information about our courses, call 1-800-458-7903 or DSN 850-5990

Military Standard Requisitioning and Issue Procedures (MILSTRIP)

Course length: 3 days

Course number: DTC07CLS009

Description

This course is designed to provide an understanding of the MILSTRIP format and its related documents. The course includes an in-depth view and interpretation of the MILSTRIP format and documents associated with the processing of customer requisitions/sales orders.

Participants receive an in-depth view of the Web Virtual Logistics Information Processing System (WebVLIPS) and the DOD EMALL.

Who should attend

This course is designed for internal DLA personnel, military services, and civilian agency customers of DLA.

Course objectives

- Interpret/prepare a MILSTRIP requisition/sales order, supply status document, follow-up document, and cancellation.
- Recognize a modified requisition/sales order document.
- Identify information contained in a shipment status document.
- Interpret customer return documents submitted via the Materiel Returns Program (MRP).
- Check supply/shipment status of customer's requisition/sales order using the online tools WebVLIPS and DOD EMALL.

Prerequisite: None

Maximum number of course participants: 25

Course manager: Toni Jenkins

Course cost: \$6,500 per class

Public offering: \$325 per student

For more information about our courses, call 1-800-458-7903 or DSN 850-5990

