

May 10, 2013

MEMORANDUM TO: File

FROM: Cynthia A. Carpenter, Director */RA SStewart-Clark for/*
Office of Administration

SUBJECT: MANUAL ADJUSTMENT OF SEVERAL PROPERTY ITEMS IN THE
SPACE AND PROPERTY MANAGEMENT SYSTEM

The purpose of this memorandum is to document the need and approval to make a one-time adjustment to the Balance On Hand (BOH) in the warehouse quantity reflected in the U.S. Nuclear Regulatory Commission Space and Property Management System (SPMS) for the items listed below.

Background

During the migration of property data as part of the upgrade of SPMS from version 17.2 to version 19.3, it was determined that "type 5" purchases (special purchases) in the new version of SPMS were not processing in accordance with the Property and Labor Services Branch (PLSB) business rules.

A meeting was held on February 12, 2013, between staff of the Office of Administration (ADM), Program Management, Policy Development, and Analysis Branch (PMDA) and ADM, Associate Directorate for Space Planning and Consolidation (ADSC), PLSB, to examine the business rules and processing of "type 5" special purchases. At that meeting, all parties agreed to a system modification to create a data entry screen that handled "type 5" special purchases independently of "type 4" replenishment purchases. This decision was reviewed and agreed to by the Deputy Director of ADSC by e-mail on February 21, 2013.

Subsequent to this agreement, it was determined that several records in the SPMS contained incorrect BOH totals. This occurred for a small number of special purchases that were direct-delivered to the NRC's Three White Flint North building and entered into the SPMS before the new data entry screen for special purchases was added to the system. As a result, the BOH inventory in the warehouse was erroneously increased for these items.

Corrective Action

To resolve the BOH discrepancy, a meeting was held on April 18, 2013, between representatives of both ADM/ADSC/PLSB and ADM/PMDA. During this meeting, an agreement was reached to correct the BOH entries by using the "Manage Balance On Hand" data entry screen in the SPMS to manually enter the correct balances.

CONTACT: Rick Ellsbury, ADM/PMDA
(301) 492-3479

In addition to this memorandum to the file, the need for these BOH corrections will be documented in the SPMS's comments field for each transaction, along with a reference to this memo.

Specifically, upon approval of this memorandum, the SPMS BOH will be adjusted to reflect that the items indicated below were delivered directly to the Three White Flint North building and were not BOH items at the warehouse.

<u>NRC Stock Number</u>	<u>Item Description</u>	<u>Previous BOH Quantity</u>	<u>New BOH Quantity</u>
711000NRC0542	CHAIR, SIDE, HARDWARE WIRE	1,426	0
711000NRC0541	CHAIR, SIDE, RESPITE WHEAT	275	0
711000NRC0478	CHAIR, OCC, PERK SESAME	218	0
711000NRC0543	CHAIR, SIDE, TRFN BLUE	166	0
711000NRC0544	CHAIR, TABLET, RIGHT, TRFK	10	0

Approval

I have reviewed the circumstances that require this one-time manual adjustment to the SPMS BOH as both explained and listed above, and hereby—

1. Approve the method being used to document this correction by this memorandum and in the comments field for each BOH change transaction in the SPMS; and
2. Certify the accuracy of the proposed BOH changes to the data in the SPMS listed above.

/RA/
Richard Ellsbury, Team Leader
ADM/PMDA/Information Technology Team

5/1/13
Date

/RA/
Rodney Jarvis, Chief
ADM/ADSC/PLSB

5/6/13
Date

/RA/
James Schaeffer, Director
ADM/ADSC

5/1/13
Date

/RA SStewart-Clark for
Cynthia A. Carpenter, Director
ADM

5/10/13
Date

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Cynthia A. Carpenter, Director
ADM

5/10/13
Date

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